

# Hiring Toolkit

A Quick Reference Guide for Hiring Civilian Employees

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## What is this Toolkit?

This is a quick reference guide for hiring civilian employees in an easy-to-use summary of various options and steps for managers to consider when filling jobs. It is not intended as a substitute for statutory, regulatory, or any local requirement or agreement, but simply a helpful tool to be used in meeting your staffing needs.

Success in the hiring process is a product of a cooperative exchange of information among all key players:

- You - the Manager
- Your B/FM Team
- Your Personnel Management Advisor (PMA)
- Your Human Resources Service Center (HRSC) Support Team

## Who does what?

### Manager

- Determines requirements.
- Discuss with PMA to determine method of recruitment.
- Consideration of Applicants (AEP Issues).
- Interviews candidates and makes selections.
- Determination of Salary (Superior Qualifications, Highest Previous Rate (HPR), Demo Promotion NTE 10%).

### B/FM

- Communicate with Management & PMA.
- Prepare appropriate package (RPA, OF-8, JD/PD/PAC, DAWIA Coding Sheet, Recruitment Template).
- Coordinate appropriate Competency approval.

### PMA

- Advise management on hiring strategies.
- Develop crediting plan with management (development of STAIRS/Resumix Skills and/or job analysis and crediting plan for Delegated Exam).
- Post notices on HRD Website.
- Verify and validate hiring package.
- Coordinate hiring process with HRSC.
- Verify post-selection material.
- Notify BFM and manager of EOD (coordinate travel, security requirements, check-in of employee).

## Human Resources Service Center (HRSC)

- PPP Clearance
- Applicant Referral
- Job Offers
- Processing appropriate paperwork (pre-employment physicals, drug testing, benefits) and personnel actions
- Maintaining Official Personnel Folders (OPFs)

### What happens when I need to fill a vacancy?

#### Vacancy Planning

Vacancy planning is anticipating and using all available flexibilities and strategies to maintain your workforce. The HRO advisor can help you through this process by further explaining strategies and helping to find easier ways to accomplish them.

Vacancy planning responsibilities are:

- Determining a vacancy exists.
- Initiating the recruitment action.
- Defining and capturing the need.
  - Understanding the job, its functions, duties, responsibilities, and skill requirements.
- Ensuring there is an adequate PD, JD, or PAC.
- Considering issues that may impact hiring, such as:
  - Activity requirements.
  - Bargaining unit agreements.
  - Funding.
  - Hiring considerations.
    - Internal or external selection.
    - Developmental or journey level.
    - Duration of work (temporary or permanent).
    - Affirmative action goals.
    - Work schedule (full-time, part-time, seasonal, intermittent).
- Area of consideration (availability of applicants.)

## Making the Selection

When selecting someone for a vacancy, the manager's task is to select the best individual for the job from among eligible candidates.

Remember to:

- Compare all candidates on the same criteria.
- Consider awards, training, and education.
- Make your decision based upon job requirements.
- When available, use information such as:
  - The candidate's application.
  - Previous supervisor's recommendations.
  - Performance Evaluations.
  - Candidate interviews (optional).

## The Post-Selection Process

After a selection is made by the manager, HRSC will coordinate the in-processing actions with the HRO.

The pre-employment actions necessary to bring the new employee on-board may include:

- Making an official job offer.
- Providing the selectee with appropriate pre-processing forms.
- Scheduling pre-employment physical exams.
- Providing security offices with pre-employment security documents.
- Contacting Personal Reliability Program and Drug Program coordinators, if applicable.
- Arranging for entry onto the various facilities (security).
- Pre-employment processing.

As a manager, it's up to you to plan enough lead-time to allow all phases of the process to occur before the vacancy adversely impacts your operations.

## What are my hiring options?

### TERMINOLOGY

Reassignment: Change of an employee from one position to another without promotion or demotion while employed by the same agency.

Agency: In relation to merit promotion and recruitment means Department of Defense.

Non-Competitive Action: The movement or appointment of an individual based upon a special hiring authority (i.e., Reinstatement Eligibility, 30% Disabled Veteran, Persons with a Disability, etc.).

Merit Promotion: The competitive process for promoting employees based on merit.

Delegated Examination: The competitive process for hiring applicants who are non-federal or who cannot be appointed under any other method.

Developmental Programs: Programs designed to hire employees at the entry-level and develop them through a formal and/or on-the-job process to qualify for higher-graded positions (i.e., Student Educational Experience Program, Engineer and Scientist Development Program, Upward Mobility).

### Hiring Options Available

#### Reassignment:

Movement of a current Department of Defense employee from one position to a position at the same or equal grade. The new position cannot have more promotion potential than the employee's current position or a position that they have held in the past. On movements between pay systems (i.e., DEMO to GS, GS to DEMO, or WG to GS) contact your PMA for assistance in determining if the action is truly a reassignment.

Scientist and Engineer Reassignment Opportunities may be listed on the Human Resources Web-site. Interested NAWCWD employees send their resume to the supervisor with the vacancy. The supervisor may select or non-select the employee(s) for the position. If a selection is made, the gaining supervisor negotiates with the losing supervisor for release of the employee and an effective date.

#### Non-Competitive Appointments:

**Reinstatement Eligible** – A former Federal employee may be hired at any grade level that does not exceed the highest grade they have ever held on a permanent basis.

**30% Disabled Veteran** – Veterans who have a current (within the last year) notice of a service connected disability of 30% or more from the Veterans Administration. The veteran is initially hired on a temporary or term appointment. Once certified as successful in the position, the disabled veteran may be converted to a career or career conditional appointment. There are no grade level restrictions for this type of appointment.

Other Federal Employees – Current employees of other Federal agencies (i.e., Department of Transportation, Internal Revenue Service, General Services Administration, etc.) may be hired at any grade that does not exceed the highest grade they have ever held on a permanent basis.

Severely Physically Handicapped – May be appointed to any grade level. The employee is initially hired in an excepted position. They must demonstrate under a temporary appointment their ability to satisfactorily perform the duties of the position or be certified by counselors of State vocational rehabilitation or the Veterans Administration as likely to succeed in the performance of the duties. After two years of satisfactory performance, they may be converted to a competitive position.

Mentally Retarded Persons – May be appointed to any grade level. The employee is initially hired in an excepted position. After two years of satisfactory performance, they may be converted to a competitive position.

Interchange Agreement Eligible – Current Non-Appropriated Fund (NAF), Civilian Intelligence Personnel Management System (CIPMS), Defense Civilian Intelligence Personnel System (CIPS) employee or other Interchange Agreement eligible who has served continuously for at least one year under a permanent appointment, or former Interchange Agreement eligible who served under an appointment as described above, and was involuntarily separated within the past year without personal cause may be appointed at a grade that does not exceed the highest permanent grade held.

Outstanding Scholar – A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree may be appointed at the GS-5 or GS-7 level in certain series. This authority is not appropriate for entry-level professional jobs as accountants, engineers, physical science careers, or jobs in biological sciences or mathematics.

Veterans' Readjustment Appointment (VRA) – Any veteran that has an other than dishonorable discharge and who served more than 180 days not in a training capacity (any part of which occurred after 4 August 1964 to the present). The 180-day requirement does not apply to veterans discharged due to a service-connected disability or reserve and guard members who were ordered to active duty and served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized. Eligible veterans must apply within 10 years of discharge (except 30% disabled veterans). Veterans may be appointed at the GS-11/WG-11 and equivalent level.

#### Merit Promotion:

These are positions filled through STAIRS (Standard Automated Inventory and Referral System). This program is sometimes referred to as Resumix. It is an automated system that uses a patented computer programming system to read resumes and extract applicant skills. Applicants prepare a resume that can be used to apply for one or more positions. The HRSC uses the automated process as a tool in the evaluation, rating, and referral of candidates for consideration.

The HRSC accepts applications under STAIRS from individuals eligible for non-competitive appointment as well as current Federal employees.

Positions filled under merit promotion procedures may be filled at the full performance level or through a career ladder. A career ladder is a restructured position that is filled at a lower level to allow an employee to develop, through training, into the journey-level (i.e., GS-9/11/12, DA-2/3, DA-3/DP-3, etc.).

Veterans' Employment Opportunity ACT (VEOA) - Another category of individual who may apply under STAIRS is a VEOA eligible. This is a veteran who was separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service. There is no grade restriction for a VEOA appointment.

#### Delegated Examination:

To hire someone who can't be appointed under any other authority, it will be necessary to use a delegated examination announcement. HRSC San Diego maintains an open continuous register for scientist and engineer positions. All other positions must have individual announcements. The announcement is listed on the HRSC San Diego website, the Office of Personnel Management website and with the local State Employment Office(s). This type of announcement is open to the general public and gives preference to veterans in the rating and referral process.

#### Developmental Programs:

Student Educational Employment Program (SEEP) – In the student program, the student attends school and works when not in school. Students may be hired on a temporary or a permanent basis. Students may be appointed if they are pursuing an educational program (high school, vocational/technical, associate degree, baccalaureate degree, graduate degree, or professional degree). Students hired on a permanent basis may be non-competitively converted to a career-conditional appointment provided they meet all eligibility requirements for conversion.

Engineer and Scientist Development Program (ESDP) – Applicants are hired at the DP-1 or DP-2 level with a target level of DP-3. Most applicants are recent graduates with baccalaureate degrees. NAWCWD maintains a database of potential candidates. This database is available to the supervisor for review. Once a supervisor has decided upon a potential candidate, he/she is brought in for a personal interview and tour of the facility. If the supervisor decides to hire the candidate, the appropriate paperwork is submitted to start the hiring process. HRSC San Diego maintains an open continuous announcement that is utilized to hire the candidate into the ESDP position.

Upward Mobility – In order to develop employees for a field that does not have sufficient potential applicants, upward mobility is used to create bridge positions. Employees are selected through a competitive process based upon potential ability. The target position is defined in terms of the required knowledges, skills and/or abilities (KSA) and those KSAs are re-defined to reflect examples of potential. Example: If the required knowledge is of personnel management, the potential could be demonstrated through knowledge of a functional specialization and the ability to apply the applicable rules and regulations.



Employees receive either a reassignment or a change to lower grade into the position. Upon completion of training and meeting the qualification requirements for the target position, the selectee may be non-competitively promoted.

Worker Trainee Program - Allows individuals (GS-1, WG-1 or 2) an opportunity to learn skills and good work habits. Initially temporary but may be made permanent after 3 years.

Elements to Consider When Deciding Which Action to Pursue:

- What are the goals for your department/competency in terms of affirmative action?
- Is the mostly likely candidate(s) for the position external or internal?
- Do you want to fill the position below the full performance level?
- Do you want to use one of the developmental programs as a source of candidates?

**Determining the hiring method**

IF THE ACTION IS:

METHOD IS:

Current NAWCWD employee moving to equivalent grade	Reassignment
Current Federal/DOD/Navy/USMC civilian employee to a higher grade than ever held on permanent basis	STAIRS
Reinstatement Eligible to a higher grade than ever held on permanent basis	STAIRS
Veterans' Readjustment Appointment (VRA) Eligible	STAIRS
30% or More Disabled Veteran Eligible	STAIRS
Veterans' Employment Opportunity Act Eligible	STAIRS
Not eligible for appoint under any of the common hiring category definitions	Delegated Examination
DP-3 Engineering Position	DEU-257-01-(A through J)-NR* Closes 1/4/02
ESDP Position	DEU-222-01-(A through O)-NR* Closes 10/26/01
Firefighter	DEU-097-01-NR Closes 9/28/01

\*The alpha letter is determined by the title and series for which the applicant applies. The actual announcement numbers can be viewed at the following web-site address:  
[http://www.resume.hroc.navy.mil/vacancy/vac\\_list.cfm?REGION=SOUTHWEST](http://www.resume.hroc.navy.mil/vacancy/vac_list.cfm?REGION=SOUTHWEST)

I know what I want to do and I have approval, but now I've been told the stopper is blocked.

### What is the Stopper List, PPP, RPL, ICTAP?

These programs minimize the adverse effects on employees, who, through no fault of their own, are affected by management initiated actions. Mandatory placement program requirements must to be followed when the vacancy to be filled is subject to them. Your PMA can provide more information, advice, and guidance regarding these programs.

Priority Placement Program (Stopper List or PPP): This is a Department of Defense placement program for employees adversely impacted by actions such as RIF, base closures, contracting out, and transfer of function. When a vacancy occurs, well-qualified personnel, who have pre-registered in the program, may be referred to fill the vacancy. PPP registrants must be considered before certain outside job applicants. The PPP is also used to place overseas returnees, employees on retained grade, and spouses of active duty military members.

Reemployment Priority List (RPL): This is a statutory program that requires agencies to give reemployment consideration to former competitive service employees of the agency separated by RIF or who have fully recovered from a compensable injury after more than 1 year. RPL registrants must be considered before certain outside job applicants.

Interagency Career Transition Assistance Plan (ICTAP): This is a government-wide placement program requiring activities to give placement consideration to well-qualified displaced employees (e.g., impacted by RIF) from other Federal agencies who apply for vacancies the agency is filling from outside its current workforce.

### Do I have any options in pay grades/steps?

The following options may be appropriate depending upon the specific situation:

Highest Previous Rate (HPR): Allows the employee's pay to be set above step one because of a previous higher grade held.

Superior Qualifications (Superior Quals): Setting a new employee's pay higher than the minimum rate because of superior qualifications.

Demo Promotion: Allows for a salary increase of up to 10% of current salary

Note: In some situations pay will be set based upon statutory requirements and the above options will not be available. Your PMA will help you determine which option is best suited for your situation. In order to grant either HPR or Superior Quals, additional documentation from the selecting official (in the form of a memorandum) is required. Instructions and samples can be found in Appendix A.

### Pay Incentives as a Recruitment/Retention Tool

Pay flexibilities allow employers to add incentives to the regular pay package in certain situations where they are having trouble hiring (recruitment) or keeping qualified workers (retention). Each of these options have specific requirements and procedures that need to be followed. Your PMA will help you determine which are appropriate for your situation and what the requirements are.

## Recruitment Flexibilities

Recruitment Bonus: A one-time payment to entice a candidate to accept an agency's offer of employment. This may be used for positions that are hard to fill, where the candidate is high quality and not a current Federal employee.

Superior Qualifications Appointment: Setting a new employee's pay higher than the minimum rate because of his/her superior qualifications or because the employee meets a special need of the agency. The possibility of using a recruitment bonus must be considered before using this appointment.

Travel and Transportation Expenses: Payment for a candidate's travel expenses to a pre-employment interview, or payment of travel and transportation expenses for a new employee's move to his/her first Federal position, or the movement of a current federal employee.

Relocation Bonus: A one-time payment to entice a current Federal employee to accept a position in a different commuting area. This cannot be used with the Travel and Transportation Expenses mentioned above.

Special Salary Rate: A pay rate that is set higher than the minimum for all employees in a particular occupation, grade, agency, or geographic location because of existing or likely problems in the recruitment/retention of well-qualified personnel. Special salary rates require OPM approval.

## Retention Flexibilities

Retention Allowance: An ongoing payment to entice a current employee to stay in Federal employment.

Incentive Awards: Monetary and non-monetary awards given to Federal employees, based on job performance.

Academic Degree Training: Payment for an employee's training leading to an academic degree, in order to keep or place an employee in an occupation for which qualified workers are in short supply.

Please see: [www.opm.gov/oca/index.htm](http://www.opm.gov/oca/index.htm) for more info.

## What is Delegated Examining (DE)?

If you are interested in hiring off-the-street, then Delegated Examining (DE) is an option. This hiring authority allows you to fill vacancies where the source of applicants are non-federal or not appointable under any other method. General guidelines are:

- Area of consideration may not be restricted - open to "any U.S. citizen".
- Current permanent employees and others with "status" who apply are rated and considered the same as any other U.S. citizen.
- An announcement is required for DE positions
- Must be advertised, at a minimum, through OPM's USAJOBS website.
- The minimum public notice period can be 5 or 10 business days. For

announcements instructing that applications must be postmarked by the closing date, the minimum open period is five business days. For announcements instructing that applications must be received by the closing date, the minimum open period is ten business days.

- Mandatory Placement Programs always apply since selection will be from any U.S. citizen.
- Veterans' preference applies. Veterans eligible for preference have 5 or 10 points added to their eligible rating. Disabled (10 point) veterans who qualify automatically go to the top of the certificate for most jobs regardless of their score.
- Selection must be made from among the top 3 eligibles on the certificate. Veterans cannot be passed over to select equal or lower rated non-veterans.

### What automated tools are available?

Navy, like many other federal agencies, continues to improve efficiency by automating processes. Here are three of the latest tools being implemented in the HR community.

#### Creating an Electronic SF-52 (Modern):

The Modern System features an electronic SF 52 which enables managers to electronically request personnel actions and transmit the information to the HRO.

The modern system is intended to provide processing, reporting, and information access capabilities for managers and HRM staffs that are more flexible. The Modern System has replaced both the PPLs and the Defense Civilian Personnel Data System (DCPDS), with action processing, reporting, and management information functions that are consistent across all DOD Components.

#### Electronic Resume Reader (STAIRS/Resumix):

DOD's Standard Automated Inventory and Referral System (STAIRS) is an automated system that uses a patented computer programming system to read resumes and extract applicant skills. DON is implementing this process worldwide. Applicants simply prepare a resume which can be used to apply for one or many vacancies. The HRSC uses the automated process as a tool in the evaluation, rating, and referral of candidates for consideration. You should consult with your PMA for more information.

#### WebPac and PD Writer:

WebPac and PD Writer are easy to use automated personnel tools that allows managers or personnelists to produce a PD or PAC. Both are available on the HR websites at [www.hrdmugu.mugu.navy.mil](http://www.hrdmugu.mugu.navy.mil) (accessible only from on-base), in addition, WebPAC is accessible from off station at [www.nawcwpns.navy.mil/~hrd](http://www.nawcwpns.navy.mil/~hrd).

### What are the Merit System principles?

- Recruit qualified individuals from appropriate sources representing all segments of society; select and advance individuals solely on the basis of relative ability, knowledge and skills, after fair and open competition, that assures equal opportunity.

- Treat all employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age or handicapping condition.
- Provide equal pay for work of equal value, with appropriate consideration for national and local rates; provide appropriate incentives and recognition for excellence in performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Use the Federal work force efficiently and effectively.
- Retain employees on the basis of the adequacy of their performance; correct inadequate performance; and separate those who cannot or will not improve their performance to meet required standards.
- Provide effective education and training to employees when it will result in better organizational and individual performance.
- Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes; and prohibit employees from using their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for election.
- Protect employees against reprisal for the lawful disclosure of information which the employee believes evidences a violation of any law, rule, or regulation; or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to the public health and safety.

### What are the prohibited practices?

There are 12 prohibited personnel practices you should be aware of. Generally stated, a federal employee authorized to take, direct others to take, recommend or approve any personnel action may not:

- Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics.
- Coerce the political activity of any person.
- Deceive or willfully obstruct anyone from competing for employment.
- Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person
- Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant.
- Engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives).
- Engage in reprisal for whistleblowing-i.e., take, fail to take, or threaten to take or

fail to take a personnel action against an employee or applicant for disclosing to the Special Counsel, or to an Inspector General or comparable agency official (or others, except when disclosure is barred by law, or by Executive Order to avoid harm to the national defense or foreign affairs), information which the employee or applicant reasonably believes evidences a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety).

- Take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law.
- Discriminate based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others.
- Take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veterans' preference requirement.
- Take or fail to take a personnel action, if taking or failing to take action would violate any law, rule or regulation implementing or directly concerning merit system principles at 5 U.S.C. § 2301.

## What are some good web sites?

Department of the Navy Civilian Human Resources (<http://www.donhr.navy.mil>)

Human Resources Service Centers (<http://www.dasnhroc.navy.mil/>)

Defense Civilian Personnel Management Service (<http://www.cpms.osd.mil>)

Office of Personnel Mgmt (OPM) (<http://www.opm.gov>)

OPM Job Listing (<http://www.usajobs.opm.gov>)

Pay Tables FWS ([http://www.cpms.osd.mil/wage/scheds/pay\\_info.htm](http://www.cpms.osd.mil/wage/scheds/pay_info.htm))

Demo/GS Pay Tables (<http://www.opm.gov/oca/payrates/index.htm>)

NAWCWD Human Resources Department (<http://hrdmugu.mugu.navy.mil/hrd>)

### Awards

Provide RPA (action requested: Award/One-Time Payment)

1. Complete Part A of RPA.
2. Go to Part B.
3. Click in Block 1, then click on LOV button.
  - When prompted, enter part of employees last name, followed by percentage sign, e.g., Somm%, click OK
  - If you get a list of names, select the name you want; otherwise, it will self-populate for you.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select appropriate code, e.g., for Individual Cash Award, select 840, then click OK
5. You will be launched into page 2 of RPA, enter award amount in the Award box. In the UoM box enter M, for money. If the award is a Time Off Award, enter H, for hours.
6. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
7. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
8. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK. You will be launched into your inbox, hit the F8 key to make the action disappear from your inbox.

Keep the original award nomination form for your records.

## QSI

Provide RPA (action requested: Salary Change)

1. Complete Part A of RPA.
2. Go to Part B.
3. Click in Block 1, then click on LOV button.
  - When prompted, enter part of employees last name, followed by percentage sign, e.g., Somm%, click OK
  - If you get a list of names, select the name you want; otherwise, it will self-populate for you.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select 0892, then click OK
5. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
6. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
7. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.

Keep the original award nomination form for your records.



## Career Ladder Promotion

Provide RPA (action requested: Salary Change). A career ladder promotion is for an employee who was hired/promoted into a position with a career ladder, i.e., GS-5/7/9/11 or DS-3/DP-3, and we are promoting them to the next level.

1. Complete Part A of RPA.
2. Go to Part B.
3. Click in Block 1, then click on LOV button.
  - When prompted, enter part of employee's last name, followed by percentage sign, e.g., Somm%, click OK
  - If you get a list of names, select one you want; otherwise, it will self-populate for you.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select 702, then click OK
5. Do NOT complete To section of second page of RPA. Instead, include all information in Notepad, e.g., This is a career ladder promotion to GS-346-12, organization code X, cost code Y, UIC Z
6. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
7. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
8. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.

Note: There's no need to check the Priority Placement Program (PPP), nor is there a need to submit the PD, PAC, or JD.

## Name Change

Provide RPA (action requested: Name Change) and copy of Social Security card showing new name.

1. Complete Part A of RPA.
2. Go to Part B.
3. Type new name in Block 1, and complete blocks 2-4.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select 780, then click OK
5. Make sure to include former name in Notepad, e.g., Name change from Smith, Mary Kate.
6. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
7. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
8. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.

Realignment (The employee, her/his position and work are moving from one code to another).

Provide RPA (action requested: Realignment)

1. Complete Part A of RPA.
2. Go to Part B.
3. Click in Block 1, then click on LOV button.
  - When prompted, enter part of employees last name, followed by percentage sign, e.g., Somm%, click OK
  - If you get a list of names, select on you want; otherwise, it will self-populate for you.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select 790, then click OK
5. Do NOT complete To section of second page of RPA. Instead, include all information in Notepad, e.g., This is a realignment action; position is being realigned to organization code X, cost code Y, UIC Z
6. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
7. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
8. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.

Note: There's no need to check the Priority Placement Program (PPP), nor is there a need to submit the PD, PAC, or JD, as they will be realigned with the employee.

## Reassignment

(The movement of an employee from one organization to another, to a position at the same grade without more promotion potential than former position)

Is the reassignment within NAWCWD? If so, provide RPA (action requested: reassignment) with the OF-8, PAC, PD, or JD. Instructions for completing the OF-8 (PD coversheet) are included in Appendix B.

Will former position be abolished? If so, it is an exception to the PPP (annotate block 2 of the OF-8 and in the Notepad of the RPA that the former position, CCPN#\_\_\_\_\_ has been abolished). If former position is not abolished, also provide a succinct description of the position's requirements, so that they may be submitted for the PPP.

1. Complete Part A of RPA.
2. Go to Part B.
3. Click in Block 1, then click on LOV button.
  - When prompted, enter part of employee's last name, followed by percentage sign, e.g., Somm%, click OK
  - If you get a list of names, select one you want; otherwise, it will self-populate for you.
4. Click in Block 5-A, then click on LOV button
  - From the First Nature of Action list, select 721, then click OK
5. Do NOT complete To section of second page of RPA. Instead, include all information in Notepad, e.g., Employee is being reassigned to DA-301-3, organization code X, cost code Y, UIC Z
6. To attach PD, PAC, or JD (make sure your intended attachment is saved to a diskette, first):
  - Go up to Toolbar, click on paperclip
  - Fill in the blanks:
    - o Category: Use LOV button, and select Miscellaneous
    - o Description: Type in description of document, e.g., PAC for DA-341-03
    - o Data Type: Use LOV button, select OLE object
  - In large block: Right click and go to Insert Object. Select Create from File. Click on Browse. Select your file. Click on Display as Icon. Click on OK. Save, and move on.
7. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
8. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.

9. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.
10. Provide the hard copy OF-8 (coversheet) to your PMA (unless you have a scanner and can scan it and attach it to the RPA).

If the reassignment includes movement of an employee from outside of NAWCWD, provide RPA (action requested: Reassignment) with coversheet, PAC, PD, or JD, a succinct description of the position's requirements, so that it may be submitted for the PPP, resume (preferably, an electronic copy), employee's latest form 50.

1. Complete Part A of RPA.
2. Leave rest of RPA blank.
3. Instead, include all information in Notepad, e.g., Employee name, SSN, position title, pay plan, series and grade, organization code, cost code, and UIC.
4. To attach PD, PAC, or JD (make sure your intended attachment is saved to a diskette, first):
  - Go up to Toolbar, click on paperclip
  - Fill in the blanks:
    - o Category: Use LOV button, and select Miscellaneous
    - o Description: Type in description of document, e.g., PAC for DA-341-03
    - o Data Type: Use LOV button, select OLE object
  - In large block: Right click and go to Insert Object. Select Create from File. Click on Browse. Select your file. Click on Display as Icon. Click on OK. Save, and move on.
5. To save RPA, go to Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select Save and Hold in Personal Inbox.
  - When Forms box appears, click OK. You will be launched into a new RPA. If you wish to create another one, repeat steps 1-6, above. Otherwise, close windows until you have reached your Navigator List (this should show your Top Ten list). Go into your Civilian Workflow Inbox, and hit the F8 key to refresh your inbox.
6. If you want to print the RPA:
  - Click on the RPA, and select Respond.
  - Go to Toolbar and click on printer icon.
  - Click in Printer Field.
    - o Select Dummy 01; click OK.
    - o Make note of Request ID number.
  - From Toolbar, go to Help
  - Scroll to View My Request (your request should be at top of list)
  - Press F8 until action reads Completed.
  - Click on Report (at bottom of screen).
  - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
7. To Route the RPA, go to the Toolbar, select yellow diskette.
  - When Decision box appears, click OK
  - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
  - When Forms box appears, click OK.

## Recruitment

Provide RPA (action requested: Recruit/Fill) with attachments, including coversheet(s), PAC(s), PD, or JD, Template for Recruitment Actions, and DAWIA coding sheets (if applicable). The instructions for the OF-8 (PD coversheet) are found in Appendix B. The Template for Recruitment Actions is found in Appendix C. The DAWIA coding sheets and instructions are found in Appendix D.

- If position is non-demo, and involves a career ladder (e.g., GS-5/7/9/11), you need to provide the PD only for the target level (e.g., for the GS-11), and an OF-8 (coversheet) for each grade level.
  - If the position is demo and involves a career ladder, (e.g., DA-3/DP-3), you need to provide the PAC and OF-8 for each level.
1. Complete Part A of RPA.
  2. Leave rest of RPA blank.
  3. Instead, include all information in Notepad, e.g., position title, pay plan, series and grade, organization code, cost code, and UIC.
  4. To attach PD, PAC, or JD (make sure your intended attachment is saved to a diskette, first):
    - Go up to Toolbar, click on paperclip
    - Fill in the blanks:
      - o Category: Use LOV button, and select Miscellaneous
      - o Description: Type in description of document, e.g., PAC for DA-341-03
      - o Data Type: Use LOV button, select OLE object
    - In large block: Right click and go to Insert Object. Select Create from File. Click on Browse. Select your file. Click on Display as Icon. Click on OK. Save, and move on.
  5. To save RPA, go to Toolbar, select yellow diskette.
    - When Decision box appears, click OK
    - When Routing box appears, select Save and Hold in Personal Inbox.
    - When Forms box appears, click OK. You will be launched back to your inbox.
  6. If you want to print the RPA:
    - Click on the RPA, and select Respond.
    - Go to Toolbar and click on printer icon.
    - Click in Printer Field.
      - o Select Dummy 01; click OK.
      - o Make note of Request ID number.
    - From Toolbar, go to Help
    - Scroll to View My Request (your request should be at top of list)
    - Press F8 until action reads Completed.
    - Click on Report (at bottom of screen).
    - Select either Printer icon, or go to Toolbar, and select File, then Print. You can choose to print one, two, or three pages.
  7. To Route the RPA, go to the Toolbar, select yellow diskette.
    - When Decision box appears, click OK
    - When Routing box appears, select either Person or Groupbox (depending on whom you routing to).
    - When Forms box appears, click OK.
  8. If you will be recruiting through Delegated Examination, you must also provide a crediting plan and job analysis. The HRSC's Guide to Job Analysis and Crediting Plan is found in Appendix E. The format will differ for scientist and engineering positions; please contact your PMA for additional guidance.

## Appendix A

### Superior Qualifications (Superior Quals)

This authority, as set forth in NAVAIR Instruction 12531.1 Basic Rates of Pay, can be used for both temporary and permanent appointments, but will in no case be granted retroactively. The recommended salary should be equal to or less than 110% of the candidate's current salary. Individuals hired at advanced rates under this authority must either:

- (1) have unusually high qualifications for the particular position and be forfeiting income (including benefits) that would justify a salary above the base pay for the grade; or
- (2) have a unique combination of education and experience that meets a special need of the agency.

The request letter needs to cover the following points:

- (1) a comparison of the candidate's qualifications with those of other well-qualified and available candidates;
- (2) a statement linking the candidate's superior qualifications to the key duties of the position;
- (3) a statement of the candidate's current salary and benefits that were used in determining the requested pay rate;
- (4) enclose a copy of a recent pay stub or equivalent supporting documentation; or
- (5) enclose a copy of any other written offer letter received by the candidate that contains a specific salary/benefits description that were used in determining the requested pay rate, if applicable.

The NAVAIR instruction delegates approval authority for these actions to the HR Director who has designated the Head, Employment Team to act on this issue.

The format for the request is provided in the page 27.

## Highest Previous Rate (HPR)

When an employee is promoted, the pay rate may be adjusted based on HPR when it is in the best interest of the government. In no case will there be an “automatic” salary adjustment based on the highest rate permissible. When setting pay based on HPR, the selecting official must consider the following factors:

- (1) the availability of funds,
- (2) the needs of the activity,
- (3) the qualifications of the employee, and
- (4) equity among employees.

The HPR cannot be based on a rate received:

- (1) in a position from which the employee was reassigned or reduced in grade for failure to satisfactorily complete a probationary period as a supervisor or manager;
- (2) under an appointment as an expert or consultant;
- (3) as locality pay; or
- (4) in other instances identified elsewhere in the instruction (NAVAIRINST 12531.1)

The selecting official may authorize salary adjustments at any step between the minimum rate required and the HPR held without prior approval. A determination to use HPR must be made before the employee enters the new position. The determination must be by memorandum, stating the rate to be set and that the factors stated above were considered.

The format for the request is provided in the page 29.



## SAMPLE OF SUPERIOR QUALS MEMO

### MEMORANDUM

From: Head, Organization Name, (Code \_\_\_\_\_ )

To: Personnel Management Advisor (Code 731000D/E (as appropriate))

Subj: REQUEST FOR APPROVAL OF SUPERIOR QUALIFICATIONS APPOINTMENT

Ref: (a) NAVAIR Instruction 12531.1 Basic Rates of Pay – Enclosure (1) Basic Pay Setting Procedures

Encl: (1) Resume of applicant name  
(2) PAC/PD for Title PP-SRS-GR  
(3) Leave and Earnings Statement or equivalent

1. I have carefully reviewed the criteria for superior qualifications appointments as set forth in reference (a). I have determined its use is necessary to meet the needs of the Naval Air Warfare Center Weapons Division and of the U.S. Government.

2. My comparison of this applicant's qualifications (enclosure (1)) to those of other candidates for this position in relation to the duties and responsibilities of this position (enclosure (2)) convinces me that the applicant's qualifications for this position are markedly superior to those of the other well qualified applicants.

Or if there were no other well qualified applicants for the position:

This applicant was the only available well qualified candidate and my review of his/her (as appropriate) qualifications (enclosure (1)) in relation to the duties and responsibilities of this position (enclosure (2)) convinces me that his/her (as appropriate) qualifications for this position are exceptional and warrant appointment at a level higher than increment 01 of the PP-Series-Grade pay level.

3. Brief description of the applicant's professional experience and academic accomplishments

Example:

Specifically this applicant's professional experience includes 18 months work experience with Owens-Corning Science and Technology Center on the development of new fiberglass reinforcements products and valuable experience on composite fiber-matrix coupling chemistry. This work included product design and pilot-scale experiments. He also worked 5 months starting up Interphase Science Laboratory, procuring equipment, developing new test methods, and developing data analysis software. This applicant has a diverse polymer materials background from his thesis work in the University of Akron's Polymer Engineering Laboratory, including polymer blends and composites, nanocomposites, liquid crystalline polymers, polymer colloids, computer simulation, and structure-processing relationships. During his studies at Case Western Reserve University (CWRU), he developed new rapid testing procedures for the measurement of permeability and diffusion of oxygen in PET thin sheets at the Center for Applied Polymer Research. )

4. Brief description of key duties of position that relate to applicant's superior qualifications

(Example:

The applicant is expected to contribute to a number of ongoing polymer programs including ONR-sponsored R&D on processing fuel-cell membranes, and on optical waveguides. With 2 years of hands-on industrial work experience and his educational experience, he has acquired the skills need to write, market, and carry out independent research programs.)

5. The applicant is currently earning \$\_\_\_\_\_ per annum. I propose increment \_\_\_\_ of the PP-Series-Grade pay level (\$\_\_\_\_\_) for this superior qualifications appointment. The applicant has indicated that he would accept employment at no less than this salary.

or if the applicant's salary is not germane, such as for someone who just completed a doctorate and does not have an employment history at that level

In recognition of the applicant's excellent qualifications, I propose increment \_\_\_\_ of the PP-Series-Grade pay level (\$\_\_\_\_\_) for this superior qualifications appointment. The applicant has indicated that he would accept employment at no less than this salary.

6. This salary is consistent with overall Federal pay policies and I have given careful consideration to overall pay alignment within the organization as well as other salary management considerations. A salary for this applicant at this level will have no adverse impact on the relative alignment of salaries and positions within this organization.

/s/ requesting official

APPROVED / DISAPPROVED: \_\_\_\_\_  
Head, \_\_\_\_\_ Department, Code \_\_\_\_\_ Date  
(actual approval line should be as required by Competency policies)

APPROVED / DISAPPROVED: \_\_\_\_\_  
Head, Employment Team, Code 731000D Date

SAMPLE HPR MEMO

MEMORANDUM

From: Head, Organization Name, (Code \_\_\_\_\_ )

To: Head, Employment Team (Code 731000D)

Via: (1) Personnel Management Advisor (Code 731000D/E (as appropriate))

Subj: AUTHORIZATION OF HIGHEST PREVIOUS RATE FOR NAME OF EMPLOYEE

Ref: (a) NAVAIR Instruction 12531.1 Basic Rates of Pay – Enclosure (1) Basic Pay Setting Procedures

1. I have carefully reviewed the criteria for the use of Highest Previous Rate as set forth in reference (a). I have consider the following factors: (1) the availability of funds, (2) the needs of the activity, (3) the qualifications of the employee, and (4) equity among employees. I have determined its use is necessary to meet the needs of the Naval Air Warfare Center Weapons Division and of the U.S. Government.

2. Ms./Mr. Name of Employee, previously held the \_\_\_\_ grade level (or equivalent) on a permanent basis. I authorize that her/his salary be set at the Pay Plan, Grade, and Increment/step. The recommended salary compares to her/his past earnings and is consistent with overall Federal pay policies.

/s/ REQUESTING OFFICIAL

## Appendix B

# OF-8 Instruction Sheet

1. Leave blank; to be completed by HRSC
2. Check one:  
Redescription means the duties and/or responsibilities of an existing position are being changed.  
New means the position has not previously existed.  
Reestablishment means the position previously existed, but had been cancelled.  
Other covers such things as change in title or occupational series without a change in duties or responsibilities.  
The Explanation section should be used to show the reason if Other is checked, as well as any positions(s) replaced by position number, title, pay plan, series, and grade, e.g., Abolishes CCPN #M1234-567, Logistics Management Specialist, GS-346-12.

3. Always check Field.

- #### 4. NAWCWD

5. Enter geographical location of position.
- |                 |                           |
|-----------------|---------------------------|
| China Lake, CA  | Oxnard AFB, Camarillo, CA |
| Point Mugu, CA  | White Sands, NM           |
| Edwards AFB, CA | Kaneohe, HI               |
| Etc.            |                           |

6. Leave blank.

7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime of the Fair Labor Standards Act (FLSA).

An employee is considered NON-EXEMPT (covered by FSLA) when they are either in GS, WG, or WL positions or are properly classified at GS-4 or below (or equivalent level in other pay systems).

FLSA provisions cover a position unless duties of the position meet the exemption criteria of 5 CFR 551. The following 5 CFR 551 exemption criteria applies to employees properly classified to positions at GS-5 level and above (or equivalent levels in other pay systems):

**Executive:** Supervisor, wage supervisor or manager whose primary duties consist of management or supervision.

Professional: Primary duties consists of work that requires knowledge in a field of science or learning acquired through education or training which meets the requirements for bachelor's degree with major study in or pertinent to the specialized field; is in a recognized field of artistic endeavor that is original or creative in nature; requires knowledge of related disciplines and of new developments in the field; is predominately intellectual and varied in nature, requiring creative, analytical, evaluative or interpretative thought; and exercises independent judgment and discretion.

**Administrative:** Primary duties consists of work that significantly affects formulation or execution of management policies or programs; involves general management or business functions or supporting services of substantial importance to the organization; is of a specialized or technical nature that requires special training, experience and knowledge; involves participation in executive or administrative functions of a management official.

8. The form(s) is/are required to be submitted by those government officials specified by the Ethics in Government Act of 1978. Very generally speaking, those in DP-4 positions and above, depending on the duties of their position and those involved in awarding contracts, depending on the level of review. When in doubt, contact your PMA.

9. Check one to show whether Identical Additional positions are permitted. For Demo positions, it is usually NO, for non-Demo, it may be YES.

10. Check one.

Competitive: Position held any career or career-conditional employee

Excepted: Special appointments (e.g. VRA, Handicapped, Student Employment Programs)

SES: Senior Executive Service

SES (CR): Senior Executive Service Career Reserved

11. Make appropriate selection (must correspond with Block 24 remark, Sup./Mgmt.Code):

“2” Supervisor or Manager: a position that meets the requirements for supervisory title or manager as set forth in classification guidance.

“6” Leader: Position is titled with the prefix “Lead” and meets the minimum requirements for application of the Work Leader Evaluation guide (Federal Wage System) or leads a team performing one-graded interval work (General schedule, Demonstration project System).

“7” Team Leader. Position is titled with the prefix “Lead” and meets the minimum requirements for the application of the General Schedule Team Leader Grade Evaluation Guide. Position leads a team of General Schedule or equivalent Demonstration project Employees that perform two-graded interval work.

“8” Non-Supervisory: Does not meet any of the criteria listed above.

12. Make a selection to show ether the position requires a clearance (must correspond with Block 24 remark, Clearance, and with PAC, if position is Demo). If this is an ADP position, write the letter “C” beside the sensitivity.

Non-sensitive: No clearance is required.

Noncritical Sensitive: Confidential or Secret clearance is required.

Critical Sensitive: Top Secret clearance is required.

Special Sensitive: Top Secret/SSBI is required

13. Enter competitive level codes (CLC) or specialty area codes (SAC) for use in reduction-in-force. For GS and FWS positions, CLCs can be found on the HRD Web Page (Non-Demo: Comp Levels). For Demonstration Project positions, SACs can be found listed in the HRD Web Page WebPAC hyperlink.

14. Leave blank.

15.

15.d. Completed and initialed by designated line manager with delegated classification authority. This should be the OPM-authorized position title, pay plan and occupational code (series) for the position. For GS and FWS positions, a listing of authorized titles can be found on the HRD Web Page (Non-Demo: Comp Levels). For Demonstration Project positions, a listing of authorized titles can be found listed in the HRD Web Page WebPAC.

15.e. Completed by first level supervisor.

16. (Optional). Enter the organizational function, or working title if it differs from the official title (e.g., F-18 Division Head; TAMPS IPT).

17. Leave blank for merit promotion actions; include employee's name for reassignments.

18. Enter the organization location of the position, starting with department or agency , and working down from there.

- 18. Department of the Navy
- 18.a. Naval Air Warfare Center Weapons Division
- 18.b. Competency Name
- 18.c. Department Name
- 18.d. Division Name
- 18.e. Code

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

20. This statement should be certified by the immediate supervisor of the position.

- 20.a. List the immediate supervisor's name and title. A signature in this block is required.
- 20.b. At its option, an agency may also have a higher-level supervisor or manager certify the statement. List higher-level supervisor's or manager's name and title. A signature in this block is not required.

21. Name, title, code and signature of line manager delegated classification authority. A signature in block 21 is required.

22. Enter the position classification/job grading standard used and the date of issuance.

- |                                      |                                                                                                                                                                                                                                                                 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For GS and FWS positions:            | Enter the specific GS classification standard or FWS job grading standard used to classify the position. Use the classification information on beginning on page 35 to select the correct standard, e.g., Logistics Management Series, GS-346, Jan 1987, TS-78. |
| For Demonstration Project positions: | Enter the WebPac reference from the completed Personal Activities and Capabilities (PAC), e.g., WebPAC Version 96276                                                                                                                                            |

23. Leave blank.

24. The HRSC requires that the following information be included in the Remarks block of the OF-8:

Supervisory/Management Code: Must match block 11, above.

Bargaining Unit Status Code:

1266 NAGE: All wage grade and general schedule employees at Point Mugu. Excluded are all supervisors, management officials and others identified under "8888".

1816 IBPO: Positions represented by the International Brotherhood of Police Officers. Includes all Police Officers and other civilian employees of the China Lake Police (Physical Security) Division. Excludes supervisors, management officials, Detectives, Ddivision Secretary, Wage Grade employees, Alarm Technicians, Physical Security Specialists and Assistants.

1820 IAFF: Positions represented by the International Association of Firefighters. Includes all non-supervisory members of the China Lake Fire Division.

1830 MTC: Positions represented by the Metal Trades Council at China Lake. Includes all non-supervisory ungraded direct-hire employees.

7777 Eligible but not represented: Professional non-supervisory Demo Project positions.

8888 Ineligible for inclusion: Demo Project position; supervisory or managerial position OR a confidential employee; OR an employee engaged in personnel work; OR employee engaged in intelligence, counterintelligence, investigative, or other security work; OR any employee primarily engaged in investigation or audit functions.

Requirement for Drug Testing:	Yes or No
Types of Positions include:	<p>Any Position with Top Secret Clearance</p> <p>Any Position with Access to Special Access Programs</p> <p>GS-081 Firefighter series</p> <p>GS-083 Police series (firearm carrying incumbents only)</p> <p>GS-101 Social Science Analyst</p> <p>GS-180 Clinical Psychologist</p> <p>GS-180 Counseling Psychologist</p> <p>GS-2152 Air Traffic Control Specialist</p> <p>GS-2181 Airplane Pilot or Supervisor</p> <p>WG-2604 (work on aircraft, ships or submarines)</p> <p>WG-2610 (work on aircraft, ships or submarines)</p> <p>WG-3703 (provide service to aircraft only)</p> <p>WG-3806 (provide service to aircraft only)</p> <p>WG-5409 Water Treatment Plant Operator</p> <p>WG-6502 Explosive Operator</p> <p>WG-6511 Munitions Handler (MVO)</p> <p>WG-6517 Explosives Test Operator</p> <p>WG/WL-6641 Ordnance Equipment Mechanic</p> <p>WG/WL-6907 Material Handler (works with explosives)</p> <p>WG/WL-8852 Aircraft Mechanic Series</p>
Security Clearance Designation:	Must match block 12, above.
DAWIA Designation:	<p>If position is DAWIA designated, be sure to include DAWIA coding sheets with PAC/PD. Make sure that coding on DAWIA sheets matches PAC and coversheet.</p> <p>A: Program Management</p> <p>C: Contracting</p> <p>D: Industrial Property Management</p> <p>E: Purchasing</p> <p>G: Manufacturing, Production, and QA (M&amp;P Track)</p> <p>H: Manufacturing, Production and QA (QA Track)</p> <p>K: Business, Cost Estimating, Financial Management</p> <p>L: Acquisition Logistics</p> <p>N: Non-Acquisition Position</p> <p>R: Communications-Computer Systems</p> <p>S: Systems Planning, Research, Development &amp; Engineering</p> <p>T: Test &amp; Evaluation Engineering</p>

## DAWIA Certification Levels:

Pay Plan	Grade	Level Required
ES		III
GS	13-15	III
GS (not "E" Code)	9-12	II
GS (not "E" Code)	5-8	I
GS ("E" Code)	9	III
GS ("E" Code)	6-8	II
GS ("E" Code)	1-5	I
DP	3-5	III
DP	2	II
DA, DP, DS, DT	1	I
A, DS, DT	2-3	II
DG	3-4	II
DG	1-2	I



## Block 22 Classification Information

PAY PLAN	SERIES	TITLE	BLOCK 22 OF OF-8 SHOULD READ:
GS	0018	Safety and Occupational Health Specialist	Safety and Occupational Health Management Series, GS-0018, Aug 1981, TS-55
GS	0028	Environmental Protection Specialist	Environmental Protection Specialist Series, GS-0028, Mar 1995, TS-133
GS	0029	Environmental Protection Assistant	Handbook of Occupational Groups and Families, January 1999
GS	0081	Firefighter (all titles)	Fire Protection and Prevention Series, GS-81, Sept 1991, TS-108
GS	0083	Police Officer	Grade Evaluation Guide for Police and Security Guard Positions, GS-083/GS-085, Apr 1988, TS-87
GS	0086	Security Assistant	Security Clerical and Assistance, GS-0086, Dec 1987, TS-82
GS	0189	Recreation Aid	Recreation Aid and Assistant Series, GS-189, May 1980, TS-43
GS	0203	Human Resources Assistant	Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-200, Dec 2000
GS	0301	ANY TITLE	Miscellaneous Administration and Program Series, GS-301, Jan 1979, TS-34
GS	0303	ANY TITLE	Miscellaneous Clerk and Assistant Series, GS-303, Jan 1979, TS-34
GS	0318	Secretary (all titles)	Secretary Series, GS-318, Jan 1979, TS-64
GS	0341	Administrative Officer	Administrative Officer Series, GS-341, Aug 1966, TS-63, Feb 1968, TS-72
GS	0343	Program Analyst	Management and Program Analysis Series, GS-343, Aug 1990, TS-98
GS	0346	Logistics Management Specialist	Logistics Management Series, GS-346, Jan 1987, TS-78
GS	0391	Telecommunications Specialist	Telecommunications Series, GS-391, Mar 1990, TS-94
GS	0501	Financial Management Specialist	Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-500, Dec 2000
GS	0503	Payroll Support Technician Lead Payroll Support Technician	Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500C, Dec 1997, HRCD-4
GS	0525	Accounting Technician	Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500C, Dec 1997, HRCD-4
GS	0560	Budget Analyst	Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500C, Dec 1997, HRCD-4
GS	0561	Budget Technician	Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500C, Dec 1997, HRCD-4
GS	0802	Engineering Technician (all titles)	Engineering Technician Series, GS-802, Jun 1969, TS80, Aug 1974, TS-19

GS	0818	Engineering Draftsman	Engineering Drafting Series, GS-818, Apr 1971, TS-4
GS	0856	Electronics Technician	Electronics Technician Series, GS-856, Dec 1965, TS-59
GS	0986	Legal Assistant	Job Family Position Classification Standard for Assistance Work in the Legal and Kindred Group, GS-900, August 2001
GS	1035	Public Affairs Specialist	Public Affairs Series, GS-1035, Jul 1981, TS-53
GS	1060	Photographer (all titles)	Photography Series, GS-1060, Oct 1992, TS-116
GS	1071	Audiovisual Production Specialist	Audiovisual Production Series, GS-1071, Jul 1992, TS-116
GS	1083	Technical Writer-Editor (all titles)	Technical Writing and Editing Series, GS-1083, May 1992, TS-115
GS	1084	Visual Information Specialist	Visual Information Series, GS-1084, May 1991, TS-103
GS	1102	Contract Specialist	Contracting Series, GS-1102, Dec 1983, TS-71
GS	1105	Purchasing Agent	Purchasing Series, GS-1105, July 1999, HRCD-7
GS	1106	Procurement Technician	Procurement Clerical and Technician Series, GS-1106, Sep 1992, TS-119
GS	1152	Production Controller	Production Control Series, GS-1152, May 1992, TS-1114
GS	1341	Meteorological Technician	Meteorological Technician Series, GS-1341, Jun 1971, TS-6
GS	1374	Geodetic Technician	Geodetic Technician Series, GS-1374, Feb 1963, TS-44, April 1966, TS-61
GS	1411	Library Technician	Library Technician Series, GS-1411, Sept 1993, TS-127
GS	1412	Technical Information Specialist	Technical Information Services Series, GS-1412, Aug 1994, TS-130
GS	1640	Facility Manager (all titles)	Facility Management Series, GS-1640, Jun 1973, TS-14
GS	1670	Equipment Specialist (all titles)	Equipment Specialist Series, GS-1670, Nov 1994, TS-132
GS	1910	Quality Assurance Specialist (all titles)	Quality Assurance Series, GS-1910, Mar 1983, TS-67
GS	2005	Supply Technician	Supply Clerical and Technician Series, GS-2005, May 1992, TS-115
GS	2010	Inventory Management Specialist	Inventory Management Series, GS-2010, Jul 1992, TS-117
GS	2152	Air Traffic Control Specialist (all titles)	Air Traffic Control Series, GS-2152, Jun 1978, TS-31
GS	2181	Airplane Pilot	Aircraft Operation Series, GS-2181, Jan 1988, TS-84
GS	2200	IT Specialist (all titles)	Information Technology Group, GS-2210, May 2001
GS	????	Can't find the series you're looking for?	Go to: <a href="http://www.opm.gov/fedclass/html.gsclass.htm">www.opm.gov/fedclass/html.gsclass.htm</a> Click on: GS Position Classification Standards Scroll to the series you're looking for

WG/WL/WS	2604	Electronics Mechanic (all titles)	Electronics Mechanic, 2604, HRCD-4, 12/97
WG/WL/WS	2610	Electronic Integrated Systems Mechanic (all titles)	FWS Job Grading Standard for Electronic Integrated Systems Mechanic, 2610, TS-31, 6/74 & TS-41, 2/81
WG/WL/WS	2805	Electrician (all titles)	FWS Job Grading Standard for Electrician, 2805, TS-55, 6/89
WG/WL/WS	2810	High Voltage Electrician (all titles)	FWS Job Grading Standard for High Voltage Electrician, 2810, July 1999, HRCD-7
WG/WL/WS	3414	Machinist (all titles)	FWS Job Grading Standard for Machinist, 3414, HRCD-6, 1/99
WG/WL/WS	3502	Laborer	FWS Job Grading Standard for Laborer, 3502, HRCD-2, 12/96
WG/WL/WS	3603	Mason (all titles)	FWS Job Grading Standard for Mason, 3603, TS-9, 11/69
WG/WL/WS	3703	Welder (all titles)	FWS Job Grading Standard for Welder, 3703, TS-30, 5/74
WG/WL/WS	3806	Sheet Metal Mechanic (all titles)	FWS Job Grading Standard for Sheet Metal Mechanic, 3806, TS-8, 9/69
WG/WL/WS	4102	Painter (all titles)	FWS Job Grading Standard for Painter, 4102, TS-9, 11/69
WG/WL/WS	4104	Sign Painter (all titles)	FWS Job Grading Standard for Sign Painter, 4104, TS-31, 6/74
WG/WL/WS	4417	Offset Press Operator (all titles)	FWS Job Grading Standard for Offset Press Operator, 4417, TS-45, 10/81
WG/WL/WS	4605	Wood Crafter (all titles)	FWS Job Grading Standard for Wood Crafter, 4605, TS-15, 1/71
WG/WL/WS	4607	Carpenter (all titles)	FWS Job Grading Standard for Carpenter, 4607, TS-61, 4/94
WG/WL/WS	4714	Model Maker (all titles)	FWS Job Grading Standard for Model Maker, 4714, TS-23, 5/73
WG/WL/WS	4749	Maintenance Mechanic (all titles)	FWS Job Grading Standard for Maintenance Mechanic, 4749, TS-30, 5/74
WG/WL/WS	4804	Locksmith	FWS Job Grading Standard for Locksmith, 4804, TS-35, 5/77 & TS-38, 10/79
WG/WL/WS	4819	Bowling Equipment Repairer	FWS Job Grading Standard for Bowling Equipment Repairer, 4819, TS-35, 5/77
WG/WL/WS	5306	Air Conditioning Equipment Mechanic (all titles)	FWS Job Grading Standard for Air Conditioning Equipment Mechanic, 5306, TS-17, 6/71
WG/WL/WS	5309	Heating and Boiler Plant Equipment Mechanic (all titles)	FWS Job Grading Standard for Heating and Boiler Plant Equipment Mechanic, 5309, TS-65, 11/92
WG/WL/WS	5352	Industrial Equipment Mechanic (all titles)	FWS Job Grading Standard for Industrial Equipment Mechanic, 5352, TS-40, 11/80
WG/WL/WS	5402	Boiler Plant Operator (all titles)	FWS Job Grading Standard for Boiler Plant Operator, 5402, TS-60, 3/91
WG/WL/WS	5409	Water Treatment Plant Operator (all titles)	FWS Job Grading Standard for Water Treatment Plant Operator, 5409, TS-64, 5/92
WG/WL/WS	5725	Crane Operator	FWS Job Grading Standard for Crane Operator, 5725, TS-17, 6/31
WG/WL/WS	5803	Heavy Mobile Equipment Mechanic (all titles)	FWS Job Grading Standard for Heavy Mobile Equipment Mechanic, 5803, TS-59, 1/91

WG/WL/WS	6502	Explosives Operator	FWS Job Grading Standard for Explosives Operator, 6502, TS-34, 9/74
WG/WL/WS	6517	Explosive Test Operator	FWS Job Grading Standard for Explosives Test Operator, 6517, TS-34, 9/74
WG/WL/WS	6641	Ordnance Equipment Mechanic (all titles)	FWS Job Grading Standard for Ordnance Equipment Mechanic, 6641, TS-33, 9/74
WG/WL/WS	6904	Tools and Parts Attendant	FWS Job Grading Standard for Tools and Parts Attendant, 6904, TS-16, 4/71
WG/WL/WS	6907	Materials Handler	FWS Job Grading Standard for Materials Handler, 6907, TS-58, 9/90
WG/WL/WS	8852	Aircraft Mechanic (all titles)	FWS Job Grading Standard for Aircraft Mechanic, 8852, HRCD-6, 1/99
WG/WL/WS	????	Can't find the series you're looking for?	Go to: <a href="http://www.opm.gov/fedclass/html.fwsdoc.htm">www.opm.gov/fedclass/html.fwsdoc.htm</a> Click on: GS FWS Job Grading Standards Scroll to the series you're looking for

## Appendix C

### Template for Recruitment Actions

1. RPA #: \_\_\_\_\_ Date recruitment submitted by management: \_\_\_\_\_
2. Position is new? Yes or No (If No, please indicate employee vice: ) \_\_\_\_\_
3. Position Title, PP-SRS-GR: \_\_\_\_\_
4. Full Performance Level: \_\_\_\_\_
5. ORG Code: \_\_\_\_\_ Payroll Cost Center Code: \_\_\_\_\_
6. Selecting Official Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ DSN: \_\_\_\_\_  
Email address: \_\_\_\_\_ Fax#: \_\_\_\_\_ DSN: \_\_\_\_\_
7. Recruitment Source(s): ☐ Stairs  
☐ Delegated Examination (Name Request: \_\_\_\_\_)  
☐ Open Continuous Delegated Examination for S&E, DP-3  
(Name Request: \_\_\_\_\_)
8. Area of Consideration for Delegated Examination:  
☐ Oxnard Plains ☐ Ridgecrest ☐ Southern California  
☐ Southwest Region ☐ Nationwide ☐ Other \_\_\_\_\_
9. Duty station: China Lake -OR- Point Mugu - OR- Other: \_\_\_\_\_.
10. PCS authorized? Yes, No or Maybe \_\_\_\_\_
11. Special requirements of position:  
☐ Drug Test Required ☐ Top Secret Clearance ☐ Secret Clearance  
☐ Confidential Clearance ☐ Part-Time Position ☐ Intermittent Position  
☐ Temporary Position ☐ Physical Examination Required  
☐ Special Driver's License ☐ Shift Work ☐ DAWIA (include coding form)  
☐ Other \_\_\_\_\_
12. How many days of travel per month is required? ☐ 1 to 5 days ☐ 5 to 7 days ☐ 10 to 15 days ☐ over 15 days
13. Duties statement: \_\_\_\_\_
14. If recruiting via STAIRS, please list the following skills that relate to the position to be filled:  
  
Required Skills:  
  
Desired Skills:  
  
AD-HOC Skills (if unavailable) and alternate ways of stating the same skill:  
  
\_\_\_\_\_
15. If recruiting via Delegated Examination, choose the type of rating criteria to be used and attach documents as required:  
  
☐ Job analysis and crediting plan attached  
☐ ACE Crediting Plan attached (rating will be on the basis of a 90/80/70)  
☐ Selective Placement Factor (Justification is required and should reflect the basis for the use of the selective placement factor requested.)

FOR HRO USE ONLY:

16. Recruitment Search Criteria Options for STAIRS:

- |                                                            |                                                |                                                 |
|------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> UIC: 60530                        | <input type="checkbox"/> UIC: 63126            | <input type="checkbox"/> UIC: 42191             |
| <input type="checkbox"/> Current Federal Civilian          | <input type="checkbox"/> Current DoD Civilian  | <input type="checkbox"/> Current DoN Civilian   |
| <input type="checkbox"/> Persons with Disability           | <input type="checkbox"/> Executive Order 12721 | <input type="checkbox"/> Interchange Agreement  |
| <input type="checkbox"/> 30% Disabled Veteran              | <input type="checkbox"/> VRA                   | <input type="checkbox"/> VEOA                   |
| <input type="checkbox"/> Student Employment                | <input type="checkbox"/> Outstanding Scholar   | <input type="checkbox"/> Reinstatement Eligible |
| <input type="checkbox"/> Overseas Limited Appt.            | <input type="checkbox"/> Overseas Mil Spouse   | <input type="checkbox"/> Overseas Family Member |
| <input type="checkbox"/> Relocating Military or DoD Spouse |                                                | <input type="checkbox"/> All Sources            |

17. HRO POC: Phone#:  
Alternate POC: Phone#:

18. If Temporary employment is required please indicate the required timeframe of employment:

☐ 90 Days or Less ☐ 120 days ☐ 180 days ☐ NTE: 1 year ☐ Other: \_\_\_\_\_.

If position is temporary, include the following statement: Temporary appointment NTE 1 year.  
The proposed appointment meets regulatory time limits. This position has not been previously filled by temporary appointments for an aggregate of 2 years within the preceding 3-year period. Workload associated with completion of \_\_\_\_\_

19. If an exception to the PPP, cite the applicable exception from the PPP manual:

If not an exception to the PPP, cite PPP option code(s): \_\_\_\_\_ (limited total of two Options codes). For positions above at the GS-12 (or demo equivalent) or above, include the following statement: If a PPP match exists, we wish to see a complete resume before a job offer is made.

## Instructions for Completing the Template for Recruitment Actions

1. **RPA #.** The number assigned by Modern DCPDS.
2. **POSITION IS NEW.** Indicate “Yes” or “No”. Identify the name of the former incumbent if the position is not new.
3. **POSITION TITLE, PAY PLAN, SERIES AND GRADE.** Identify the level(s) at which you wish to recruit.
4. **FULL PERFORMANCE LEVEL IS.** Identify the full performance level of the position.
5. **ORG CODE.** Identify seven digit organizational code. **PAYROLL COST CENTER CODE.** Identify six digit payroll code.
6. **SELECTING OFFICIAL NAME, TELEPHONE NUMBER, EMAIL ADDRESS AND FAX NUMBER.** Self Explanatory.
7. **RECRUITMENT SOURCE(S).** Indicate whether you want to use STAIRS, delegated examination, or open continuous delegated examination for scientists and engineers at the DP-3 level. You may select more than one source.
8. **AREA OF CONSIDERATION FOR DELEGATED EXAMINATION.** Check geographic area to be considered (i.e., Oxnard Plains, Ridgecrest, Southwest Region, California, etc.).
9. **DUTY STATION.** Identify the location of the vacancy (i.e., Point Mugu, China Lake, Patuxent River, etc.).
10. **PCS IS OR IS NOT AUTHORIZED.** Will travel costs be paid for the selectee? Yes or No.
11. **SPECIAL REQUIREMENTS OF POSITION.** Identify the unique requirements of the position. Identify the security clearance requirements of the position (Top Secret, Secret, or Confidential). Make sure this matches information in PAC and on the OF-8. Is this position subject to random drug testing and require a drug test before entry into position? Is position identified in a commercial activities study? Does this position require a physical examination. If yes, for Demo positions, indicate physical requirements in PAC (under “Optional Specific Info”). Does the position work other than Monday through Friday? Is the position located on San Nicholas Island? Does the position have any unusual working conditions or work shift?
12. **DOES THIS POSITION REQUIRE TRAVEL?** The average number of days the employee may be required to travel per month.
13. **DUTIES STATEMENT.** List specific duties, responsibilities and requirements of the position. This paragraph should be concise and specific.
14. **IF RECRUITING VIA STAIRS, LIST THE FOLLOWING SKILLS THAT RELATE TO THE POSITION TO BE FILLED: (REQUIRED, DESIRED, OR AD-HOC SKILLS).** Identify only hard skills (i.e., Test and Evaluation, Program Management, Design, Budget Formulation, etc.). Do not use soft skills (i.e., oral presentations,). Work with your Personnel Management Advisor (PMA) to

develop the list of required and desired skills. Make sure that skills that are identified in this item are reflected by the “description of duties” described above.

15. IF RECRUITING VIA DELEGATED EXAMINATION, CHOOSE THE TYPE OF RATING CRITERIA TO BE USED AND ATTACH DOCUMENTS AS REQUIRED. If the position is to be filled under a Delegated Examining Announcement, a job analysis and crediting plan must be attached. If you are using the open continuous delegated examination announcement for scientist and engineer positions at the DP-3 level attach an ACE Crediting plan. If you are using a Selective Placement Factor, provide a justification for the basis for using the factor requested. See your PMA for assistance.

NOTE: The remainder of the form will be completed by your Personnel Management Advisor.



## Appendix D

### DAWIA CODING AND DATA VERIFICATION SHEET

(To be completed for movement between or to DAWIA positions)

Name \_\_\_\_\_ Code \_\_\_\_\_  
SSN \_\_\_\_\_ PD/PAC/LSD# (to be completed by HRSC) \_\_\_\_\_

Please enter appropriate letter/number responses in blanks to the right.

#### SECTION 1

1. Acquisition Position/Employee Career Field (JYR) \_\_\_\_\_

A = Program Management

C = Contracting

D = Industrial Property Management

E = Purchasing

G = Production Resources (Manufacturing & Production)

H = Production Resources (Quality Assurance)

K = Business, Cost Estimating, & Financial Management

\* Indicate Track (K positions only): (CLD) \_\_\_\_\_

B = Business & Financial Management

C = Cost Estimating

L = Acquisition Logistics

R = Communications/Computer Systems

S = Systems Planning, Research, Development & Engineering

T = Test & Evaluation

2. Is this a new career field designator? (Y/N) \_\_\_\_\_

3. Acquisition Career Level Required (JYL) \_\_\_\_\_

(See attachment for level descriptors)

1 = Entry (Level 1)

2 = Intermediate (Level 2)

3 = Senior (Level 3)

4. Acquisition Position ID (JYN) \_\_\_\_\_

1 = CAP/not Division Head (DP-4/GS-14 or above who is either non-supervisory or first level Supervisor)

2 = CAP/Division Head (DP-4/GS-14 or above who is a manager or second level supervisor)

4 = Acquisition position, not critical (Use for all DP-3/GS-13 and below positions)

5. Acquisition Special Assignment (JYT) \_\_\_\_\_

(For most positions, the correct answer to this question is "None of the above." If the incumbent will be required to hold a warrant above the small purchase level, select "F".)

A = Program Executive Officer

B = Program Manager (ACAT I & II programs only)

C = Deputy Program Manager (ACAT I & II programs only)

D = Senior Contracting Official (must be so designated by the Navy Contracting Career Management Board)

F = Contracting Officer (Requires warrant above the small purchase threshold)

None of the above

6. 1102s & Warranted Only

The following two fields are used for everyone whose primary career field is contracting or anyone who holds a warrant above small purchase (\$25K) threshold.

a. Acquisition Job Specialty 1 (JYP) \_\_\_\_\_

1 = Primarily pre-award

2 = Primarily post award oriented

3 = Cost & price analysis

6 = Contracting for construction

Blank = not applicable

- b. Acquisition Job Specialty 2 (JYQ) \_\_\_\_\_  
1 = Acquisition of information resources  
2 = Acquisition of major systems  
3 = Acquisition of information resources and major systems  
8 = Involved in neither  
9 = Unknown  
Blank = not applicable

## SECTION 2

This section only needs to be completed for DP-4/GS-14's and above.

7. Critical Acquisition Positions (CAP) (DSF) \_\_\_\_\_  
All DAWIA employees who are DP-4/GS-14 and above are serving in a CAP and must be reviewed for possible rotation after five years in the job and yearly thereafter until/unless they are moved. The following fields reflect the status of that review.  
1 = Rotation resulting from initial five year review  
2 = Rotation resulting from yearly follow-up review  
3 = Non-rotation resulting from initial five year review  
4 = Non-rotation resulting from follow up yearly review  
5 = Change position/assignment not resulting from initial/follow-up review

8. Tenure Agreement (DSG) \_\_\_\_\_  
Date tenure agreement ends

### 1102's and Warranted Employees Only

The following three fields only need to be completed for employees in the contracting (1102) series or for those who hold warrants above the small purchase (\$25K) threshold. The first two fields indicate the type and amount of warrants currently held by the employee. There is room for 4 occurrences.

9. Warrant Type (CL2) \_\_\_\_\_  
A = PCO F = PICO  
B = ACO X = None of the above  
C = TCO Z = No warrant granted  
D = CACO Blank = Not applicable  
E = PACO

10. Warrant Amount (CL4) \_\_\_\_\_  
1 = No warrant amount granted  
2 = \$25,000 or less  
3 = \$25,001 through \$500,000  
4 = \$500,001 through \$2,000,000  
5 = \$2,000,001 through \$10,000,000  
6 = \$10,000,000 or unlimited  
Blank = Not applicable

11. Date Warrant Began (CL3) \_\_\_\_\_

## SECTION 3

12. Career Field Level Achieved (CK5) \_\_\_\_\_  
1 = Level 1  
2 = Level 2  
3 = Level 3

13. Date Career Field Level Achieved (CK6) \_\_\_\_\_

Date certified to the level listed above, if known

14. APC Qualified (DSC) \_\_\_\_\_

(See attachment for APC qualifications)

A = Certified APC member

N = Not an APC member

## DAWIA Coding Sheet Instructions

### SECTION 1

#### 1. Acquisition Position/Employee Career Field

**A Program Management:** Responsible for the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, T&E, production, modification, and disposition) of the program. The program manager (PM) has responsibility for one or more acquisition programs. Program management includes other positions that directly or indirectly assist the PM in fulfilling assigned responsibilities.

**C Contracting:** Includes all positions classified in the 1102 series. Develops, manages, supervises, or implements policies and procedures involving the procurement of supplies and services; construction; research and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration including termination or close out.

**D Industrial Property Management:** Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use or disposal of government-owned property used by contractors, or in storage for future contractual requirements. Provides guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property. Participates in pre-award and post-award reviews. Reviews contracts assigned for property administration.

**E Purchasing:** Involves purchase, rental, or lease of supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures. Requires knowledge of commercial supply sources and of common business practices with respect to roles, prices, discounts, deliveries, stocks, and shipments. Purchase authorization using the government credit card system or the Small Procurement Electronic Data Interchange (SPEDI) usually will not require coding into the acquisition workforce or this category.

**G Manufacturing, Production and QA (M&P track):** Primarily involves program management or monitoring of the manufacturing and production efforts of private sector contractors. Some duties require professional scientific or engineering knowledge and others require narrowly defined technical duties within the scope of nonprofessional specialist series.

**H Manufacturing, Production and QA (QA track):** Evaluates DOD contractor's compliance with the technical and quality requirements of acquisition contracts; collects and performs analyses of contractor data and examines adequacy of contractor processes to consistently produce conforming products and/or services; audits outcomes of production; performs quality engineering functions; operates laboratories and test facilities to evaluate material acquisitions.

**K Business, Cost Estimating, and Financial Management:** Duties include financial planning; formulating financial programs and administering budgets; accounting for obligation and expenditures of funds; cost performance management of contractors; and cost estimating and advising or assisting commanders, program managers, and other officials in discharging all aspects of their responsibilities for financial management in direct support of defense acquisition processes. Positions involved exclusively with base operations and support functions should be coded as N.

**L Acquisition Logistics:** Positions involved in Integrated Logistics Support (ILS) activities (defined in DOD Directive 5000.1 and DOD Instruction 5000.2) or management of logistics associated with the procurement, integration, and fielding of support systems/environment for weapons systems/equipment or for system modifications.

**N Non-Acquisition Position:** Does not meet any of the above criteria. Detailed DAWIA information is contained in DOD Manual, Career Development Program for Acquisition Personnel (DOD 5000.52.M), dated November 1991.

**R Communications-Computer Systems:** Responsible for directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Includes computers, ancillary equipment, software, telecommunications, and other related services. Involves identifying requirements; writing and/or reviewing specifications; identifying costs; obtaining resources (manpower, funding, training); testing, evaluating,

planning, obtaining, and managing life-cycle support. Duties must be accomplished under the authority of DOD Instruction 7920.2-M, Automated Information System Life-Cycle Management Manual, dated March 1990.

**S Systems Planning, Research, Development, and Engineering:** Positions in this category usually are filled by scientists and engineers directly supporting acquisition programs and normally are found in acquisition organizations, including program offices, and may be found in research, development, and engineering centers or laboratories. Pre-milestone 0 efforts normally are not included unless part of a program comparable in magnitude to a major acquisition program (as designated by DOD or with an eventual total expenditure of approximately \$1.8 billion using 1990 constant dollars). The incumbent plans, organizes, monitors, oversees, and/or performs engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components.

**T Test and Evaluation:** Plans, monitors, conducts, and evaluates tests of equipment, material, and systems; assesses or evaluates test data and results; prepares assessments of test data and test results; and writes reports of findings. Includes monitoring of related activities at contractor facilities.

2. Is this a new career field designator? If the above is a change in the career field designator for this **position**, indicate “yes.” If not, indicate “no.”

3. Acquisition Career Level Required. Indicate acquisition career level required based upon the grade level of the position below.

Level 1: GS-5 to GS-8  
DA, DS, DT, DP-1

Purchasing (E) Levels ONLY:  
Level 1: GS-5, DG-1, DG-2  
Level 2: GS-6 to GS-8, DG-3, DG-4  
Level 3: GS-9

Level 2: GS-9 to GS-12  
DA, DS, DT, DP-2  
DA, DS, DT-3

Level 3: GS-13 & above  
DP-3 & above

4. Acquisition Position ID. This field indicates whether or not a position is a critical acquisition position (CAP); i.e., DP-4 or GS-14 and above. Select one below:

- 1 = DP-4/GS-14 or above who is either non-supervisory or a first-level supervisor
- 2 = DP-4/GS-14 or above who is a manager or second-level supervisor
- 4 = Use for all DP-3/GS-13 and below positions

5. Acquisition Special Assignment. If the incumbent of the position is required to hold a warrant above the small purchase threshold, select “F.” Otherwise, select “None of the above.”

6. 1102’s and Warranted Only. Complete this section for 1102 series (contract specialists) and warranted only; otherwise, leave blank and skip to block 7.

## SECTION 2

7. Critical Acquisition Positions. **Critical Acquisition Positions (CAPs) shall be reviewed on a periodic basis for incumbent rotation. This review must take place when the incumbent has been in the same CAP for 5 years. Any incumbent of a CAP not reassigned as a result of a rotation review shall be reviewed every year thereafter until reassigned.**

8. Tenure Agreement. Leave Blank.

9, 10 & 11. Warrant Type, Warrant Amount, and Date Warrant Began. Indicate warrant type, amount and date warrant began for employees in the contracting (1102) series and those who hold warrants above the small purchase (25K) threshold.

### SECTION 3

12. Career Field Level Achieved. Indicate the highest DAWIA career level achieved by the employee

13. Date Career Field Level Achieved. Leave Blank

14. APC Qualified. Indicate if employee is a member of the Acquisition Professional Community (APC).

A = Certified APC

N = Not an APC member

## Appendix E

### Guide to Job Analysis and Crediting Plan

#### Introduction

This guide is designed to offer assistance in conducting job analyses for positions for competitive, external recruitment. The method described herein is intended for use in analyzing the requirements of one position at a time. On the surface, side-by-side positions may appear alike, but the expectations and demands of the job may have distinctive and vital differences.

#### General Information:

1. The Uniform Guidelines on Employee Selection Procedures, published in August 1978, established the regulatory requirement for job elements and must meet the definition of job related selection criteria for General Schedule (GS) employees. The Uniform Guidelines were developed by the Departments of Labor and Justice, the Office of Personnel Management and the Equal Employment Opportunity Commission. The same guidelines apply to Federal Wage Grade (WG) jobs, as well as positions in the Demonstration Project.
2. Job Elements are the KSA's – Knowledge, Skills and Abilities. The KSA's are used for ranking GS positions and Demo position, and for rating and ranking Federal Wage Grade (WG) positions.
3. The process used to develop job elements includes review of the position description for the vacant position and input from a Subject-Matter Expert (SME), and a HRO Representative. Both bring complementary and equally important skills to the job analysis process. The PMA brings the knowledge of how to conduct a proper job analysis and the SME brings the knowledge of those subtle aspects of the job.

#### Definitions

1. KNOWLEDGE: A body of information applied directly to the performance of a task. Example: Knowledge of Pharmaceutical Techniques and Procedures.
2. SKILL: A present, observable competence to perform a learned psychomotor act. Example: Skill to Operate Pharmacy Equipment
3. ABILITY: A present competence to perform an observable task, or a task which results in an observable product. Example: Ability to Train Others.
4. SUBJECT MATTER EXPERT (SME): A person who has performed all the duties of a job being analyzed at the full performance level. The person might currently hold the job, or be a supervisor over that job. Example: If the career progression of a job being analyzed is GS-5 (trainee), GS-7 (advanced trainee), GS-9, and GS-11 (full performance level), an incumbent at the GS-11 level or the supervisor over the job would be appropriate experts to analyze the job at any of the four grade levels.
5. Benchmarks (level descriptions):
  - Superior = Able to independently perform the duties of the position with minimal orientation.
  - Satisfactory = Able to perform some complex tasks with supervision.
  - Barely Acceptable – Able to independently perform the less complex tasks. Would meet the basic qualifications.

The following steps are involved in the job analysis method:

- A. Identify major job functions.
- B. Identify KSAs needed on the job.
- C. Evaluate KSAs.
- D. Define level definitions of the KSAs.

Qualifiers such as “thorough” knowledge, “basic” knowledge, “considerable” skill, “familiarity with”, “demonstrated” ability, etc., are unnecessary; decrease rater consistency; are subjective and should not be used. Do not use terms that indicate a level of performance such as “efficient”, “sound”, “good”, etc. DO NOT use years of experience to differentiate levels or benchmarks. The number of years of experience is not a valid indicator of one’s quality or level of experience.

#### A. IDENTIFY MAJOR JOB FUNCTIONS

The process begins with the PMA assembling all the information available about the job to be filled. Sources of information about the job include.

- a. Handbook of Qualifications Standards;
- b. Position Description or Demonstration Project equivalent;
- c. organization charts;
- d. contacts with subject matter experts;
- e. classification standards.

The HRO Representative contacts management for an SME. From the Job Description, the HRO Representative and the SME identify four or five major functions that “define” the position. : For each job function, knowledge, skills, and abilities are identified and level descriptions (benchmarks) are developed to measure the superior, satisfactory, and barely acceptable candidate. These will be listed on Form A, Column 1. Note the word “functions” rather than duties or tasks. Duties and tasks are too specific; a higher level of generalization is needed. This part of the process is the job analysis.

Avoid lifting statements directly from standardized Position Description or Demonstration Project Descriptors. What is needed is a clear understanding of the essence of work to be done. A functional statement should begin with an action word, establishing that some action is being taken by the incumbent. Almost any verb can be appropriate if used clearly and meaningfully, but some popular verbs tend to be too general and should be avoided for more specific ones. Here is a list of verbs which are usually too general for job analysis:

administers	develops	participates
analyzes	discusses	prepares
arranges	examines	processes
assists	facilitates	assumes
is responsible for	follows up	reviews
assures	handles	collaborates
serves as authority	investigates	studies
cooperates	maintains liaison	supports
coordinates	manages	works closely with

Qualifiers such as “thorough” knowledge, “basic” knowledge, “considerable” skill, “familiarity with”, “demonstrated” ability, etc., are unnecessary; decrease rater consistency; are subjective and should not be used. Do not use terms that indicate a level of performance such as “efficient”, “sound”, “good”, etc. DO NOT use years of experience to differentiate levels or benchmarks. The number of years of experience is not a valid indicator of one’s quality or level of experience.

The next part of a functional statement should show what is being done, i.e., the object of the verb. Finally, the functional statement should explain why the action is being taken. Written in this format, a functional statement can be readily understood by a lay person.

## EXAMPLES:

Evaluates -- proposed highway construction projects -- in order to determine environmental impact.

Operates -- computer terminals -- in order to access and analyze data.

Writes -- memoranda and letters -- in order to provide technical information on engineering specifications.

B. IDENTIFY KSAs. Once all job functions, KSAs and benchmarks are identified and level descriptions (benchmarks) are developed to measure the superior, satisfactory, and barely acceptable candidate, the final package is referred to as a crediting plan. The crediting plan is a test document; the content of the plan is confidential and cannot be made available to job applicants. After the major job functions have been determined, the SME should enter one or more KSAs on Form A, Column 2. It is important to remember how KSAs are defined:

Knowledge is an organized body of information usually of a factual or procedural nature, which, if applied, makes adequate performance of the job possible. Examples:

Knowledge of Federal contracting procedures

Knowledge of word processing

Knowledge of Freedom of Information Act provisions

Skill is the proficient manual, verbal or mental manipulation of data, people or things, which is observable, quantifiable or measurable. Examples:

Skill in C++ programming language

Skill in motor vehicle operation

Skill in typing

Ability is the capacity to perform an activity at the present time, implying a lack of discernible barriers to performance, either physical or mental. Examples:

Ability to work under pressure

Ability to communicate orally

Ability to analyze

Each KSA should embody one simple, readily identifiable characteristic. Qualifiers, such as “thorough” knowledge, “basic” knowledge, “considerable” skill, “demonstrated” ability, etc., should not be used. Such distinctions will be made later when quality levels are defined.

KSAs should be listed that are important or that will make valid ranking criteria. There is no certainty that any of the KSAs will survive the job analysis process and be used in evaluating applicants. Later, when the SME and the PMA meet, they will evaluate all KSAs to determine which will make valid selection criteria.

## C. EVALUATE KSAs

After the major job functions have been defined and the KSAs have been listed, a SME should meet with the PMA to --

- verify or modify the job functions;
- provide additional KSAs to be considered in the job analysis;
- rank the KSAs;
- combine and evaluate the KSAs; and,
- provide input to the credit level definitions.



The first level supervisor is normally a good SME. Superior incumbents in the same or very similar positions and other supervisors can also be used as SMEs if they have current and thorough knowledge of the position.

This is essentially a brainstorming process. About 20 KSAs will normally capture the more relevant aspects of the job. After the KSAs have been identified, the SME shall list them on Form B, Column 1. Rank the KSAs as follows:

- In the Ranking column (Form B, Column 2) place two numbers. One represents the KSA that is most important to bring to the job; the other represents the KSA that is least important to bring to the job. For example, if there are ten KSAs, place “1” by the most important and “10” by the least important KSA.

- In the same column, place the two numbers which represent the next most important and the next least important KSAs remaining on the list.

- Repeat until all KSAs are ranked.

In the Essential column (Form B, Column 3) identify those KSAs which are essential to satisfactory performance within a reasonable period of time, normally considered three months. A simple “yes” or “no” should be written in Column 3.

Basically, there are two separate factors which may lead to the decision that a KSA is not essential. The first is a consistently low importance ranking by the SME; the second is a decision that the KSA can be learned within a reasonable period of time, normally within three months.

The “essential” decision hinges upon whether the candidate must possess the KSA the day he/she begins work. If so, that KSA is essential. If the KSA is one which can be learned within a reasonable amount of time, it should be considered non-essential.

The remaining KSAs should be reviewed for repetition. Those that are basically the same should be combined. KSA combinations should be documented in writing, e.g., “combined with KSA #6.”

Column 4 is used in the next phase determining whether or not each KSA is ratable. There are several reasons why a KSA may not be ratable:

- a KSA that seemed clear initially may, upon closer examination, be vague or ambiguous. Such a KSA should either be reworded to capture its original intent, or deleted.

- some KSAs may be factors which cannot be evaluated from information available. Example: the “ability to meet and deal” can rarely be evaluated from written material. Such interpersonal traits, when they represent an essential KSA can only be rated in a structured interview or an assessment center. They cannot be rated by PMAs who have access only to applications and supplemental qualifications statements.

- rating some KSAs requires a qualitative judgment as to how well something was done. This is particularly true of personal characteristics. Example: “ability to motivate people” cannot normally be rated without some qualitative indicator of performance level. You may be able to establish that a candidate has had a type of experience which might provide a need or opportunity to motivate people. But, without performance indicators for all candidates based on the same criteria, it will not be possible to make a consistent decision about the level of possession of that ability.

Column 5 indicates whether the KSA distinguishes superior from barely acceptable. For each KSA that has been determined to be both essential and ratable (Columns 3 and 4), a decision must be made to determine whether the KSA has the ability to distinguish superior workers. SME input to this decision is vital. Think back to people who have occupied the job and decide if possession of this KSA was something which made the superior people superior. If it is not, it should not be used to rank applicants.

There are several situations in which an essential KSA may not distinguish superior from barely acceptable:

-- a KSA may be job-related, but differences in possession above the minimum are not related to higher levels of job performance. Example: some positions require that the incumbent have (or obtain) a driver's license valid in the state where employed. Ability to obtain such a license can be used to screen applicants, but it is not an appropriate ranking factor because, by itself it does not contribute to superior performance on the job.

-- a KSA may exist to about the same extent throughout the applicant pool. To use such a KSA as an examining factor may not produce meaningful distinctions among job candidates. This is likely to be true when the position to be filled competitively is at a grade level higher than the entry level and the KSA is a basic requirement for the series. Example: all historians must have knowledge of historical research methodology. If in filling a Demonstration Project DA-II position, all eligibles will have either experience or qualifying education which provides the KSA, all may have it to a sufficient degree. There would be nothing to distinguish between superior and barely acceptable.

-- a KSA may be job-related, but differences in possession above the minimum would be something few candidates possess, or it could be learned within a reasonable period of time. To use such a KSA in screening or ranking would affect the applicant pool to a degree clearly disproportionate to its importance to successful performance. Example: to require agency specific Knowledges that could be learned in a reasonable period of time on the job would rule out all candidates from outside the agency. Such a KSA does not distinguish superior candidates.

When this form (Form B) is completed, it must be signed by the SME.

#### D. DEVELOPING THE CREDITING PLAN & DEFINING LEVEL DEFINITIONS OF THE KSAs.

While responsibility for writing the final crediting plan usually lies with the PMA, the SME must provide information which forms the basis for it. In this phase the SME will be asked to suggest types of evidence that should be credited at the various levels. Suggestions will be recorded on Form C. A SME must understand how a crediting plan is structured:

-- the KSA title, which is what has been generated at this point, is a "shorthand" statement of the KSA. It reflects the essence of the KSA you want to measure. The title alone does not provide sufficient information about the KSA to permit reliable measurements.

a crediting plan has two basic components: level definitions and examples.

Applicants' responses to the job elements are measured against the crediting plan benchmarks. For GS employees, this measuring process is called ranking. For WG employees, it is a rating and ranking process. Possible ratings of candidates are: Superior = 3 Points, Satisfactory = 2 Points, and Barely Acceptable = 1 Point. An applicant must attain a rating average of 3 points to be considered "Highly Qualified." There is no requirement to submit level descriptions for all three levels. Identification of the satisfactory level is required as a minimum.

Credit level definitions begin with the phrase such as "Superior ability is indicated by." The definition does just what you expect -- it defines the level of ability you are looking for in order to receive specific credit points. It is a statement which generalizes about the quality, type and extent of experience and/or education which examples typify.

Examples, on the other hand, are specific types of evidence (e.g., education, experience, awards, etc.) which would normally require application of the level of ability described. The credit levels can generally be defined according to guidelines such as these:

Define only the Satisfactorily (2 point ) and Barely Acceptable (1 point) levels:

Satisfactory - This level should reflect fully successful ability on all major aspects of the element. A person credited at this level should need only a brief period of orientation to the minor particulars of the job in order to effectively perform the job functions which require this KSA.

Barely Acceptable - This level should define the minimum level of experience or education necessary to do the work of the position without more than normal supervision in a reasonable period of time (i.e. 90 days). This level of ability which would enable a person to carryout satisfactorily some of the normal functions of the position, given orientation or supervision.

If a modified version of the credit levels is defined, only the satisfactory level must be fully described. The rater will then interpolate either up or down and assign points accordingly, based on the information provided in the application being evaluated.

Credit level definitions must communicate clearly the overall benchmarks which form the basis of rater judgments. There is no absolute method for preparing general credit level definitions. A useful format uses a pattern of progression through ACTION, OBJECT, PURPOSE, or GUIDELINES as the basic criterion upon which to establish credit levels. Example:

-- progression through ACTION

KSA: Ability to use regulatory material

HS = interprets or researches regulatory material

MS = applies regulatory material

-- progression through OBJECT

KSA: Ability to communicate in writing

S = writes technical or non-technical reports and letters

BA = writes internal memoranda and letters

-- progression through PURPOSE

KSA: Ability to schedule work

S = schedules work to accomplish project goals or agency mission

BA = schedules work to accomplish own work objectives

-- progression through GUIDELINES

KSA: Ability to follow procedures/policies

S = implements procedures in the absence of clearly established policy or by following established precedent

BA = implements procedures using step-by-step instructions.

The SME should record suggestions on Form C. It may be easier to begin with the Satisfactory requirements for the position and then define the Barely Acceptable, and if desired, the Superior level.

Examples which SMEs may provide include:

- types of experience
- types of education
- training
- performance ratings
- awards (which must be specific and directly relevant to the KSA, not just a general award)
- specific projects or assignments
- self-development activities (specific to the KSA)
- hobbies
- community activities
- individual accomplishments, regardless of setting.

SMEs should think of good and poor employees they have known in the position. What did they do (or fail to do) in relation to this KSA? What type of background did each bring (or not bring) to the job? What made them good or poor at the job?

DO NOT . . .

- suggest credit level definitions based upon an ideal which experience or good sense suggest will not be found among the applicant pool. For Example: if past experience indicates that almost all candidates will qualify for a given position by education only, the credit level definitions should be able to distinguish among various levels or types of education in order to avoid having all eligibles tie with the same score.

- suggest credit level definitions which are overly restrictive at the Barely Acceptable level, thus eliminating applicants who meet the qualification requirements for the position.

- suggest credit level definitions which, in effect, add a positive education requirement to the qualification standard. For the most part, the OPM Handbook of Qualification Requirements provides that education is a substitute for experience in nonprofessional positions. The crediting plan should not give undue weight to education (by itself). Nor should it be ignored as a factor which enhances experience. Try to achieve a proper balance between the two.

The PMA will take the information the SMEs have provided, consolidate it and prepare a final crediting plan. Before it is used to rank candidates, the entire crediting plan will be submitted to the SMEs for concurrence.

Be sure all forms used in this process are signed and dated.

## SAMPLE

### JOB ANALYSIS WORKSHEET PROCESS

1. From the Job Description identify the four or five major functions to be performed on the job (See Column 1).
2. For each major function, identify the KSA's required to perform those functions (See Column 2).
3. List those KSA's from Column 2 into Column 3, page 2 (See Column 3).
4. Determine if each KSA from Column 3 is Essential. This means is this KSA essential to complete the duties of the position. Indicate if "Yes" or "No" in Column 4.
5. In Column 5, determine if KSA is Ratable. This means is the KSA measurable. Indicate if "Yes" or "No" in Column 5.
6. In Column 6, determine if you can distinguish between the benchmarks a "Superior", "Satisfactory", or "Barely Acceptable" level. Indicate if "Yes" or "No" in Column 6.

Those KSA's with "Yes" in Columns 4, 5 and 6 become the KSA's for the crediting plan. If you have entered a "No" in columns 4, 5 or 6, the knowledge, skill or ability should not be used as a final KSA in the crediting plan. You can combine KSA's and use them in the definition of the level description (benchmark). Try to limit the number to 3 or 4 if possible.

## JOB ANALYSIS WORKSHEET

POSITION TITLE: \_\_\_\_\_

NOTE: KSA means: Knowledge, Skill or Ability

COLUMN 1	COLUMN 2
<p><b>A. WHAT ARE THE FOUR OR FIVE MAJOR FUNCTIONS TO BE PERFORMED ON THIS JOB?</b></p> <p>1. Serves as a dental hygienist responsible providing routine and advanced prophylactic and therapeutic dental care to normal and periodontal patients. Examines patient's teeth. X-rays surrounding tissues to determine prophylaxis required and extent of abnormal conditions requiring loss in order to determine hygiene needs and to show patient what is occurring. Occasionally required to take x-rays. Plans dental hygiene treatment and series of appointments IAW existing conditions and OHI.</p>	<p><b>B. FOR EACH FUNCTION WHAT KSA'S ARE REQUIRED TO PERFORM THIS?</b></p> <p>. K of Dental Prophylactic Techniques          . S to Take Diagnostic Dental X-Rays          . A to Prepare Treatment Plans          . S in Oral Communication          . A to Work Independently</p>
<p>2. Performs oral prophylaxis and provides therapeutic care for normal patients and those with cases of acute gingivitis and periodontal disease. Provides thorough supra and subgingival scaling to remove all traces of calculus deposits, accretions and stains from teeth thorough use of hand or mechanized instruments. Performs deep scaling and root planing of deep pockets and to smooth root surfaces by removing soft cementum. Treats abnormal conditions. Polishes teeth. Charts hygiene examination, treatment, progress and OHI information IAW work performed. Maintains workload statistics. Maintains instruments. Observes patients closely for any adverse reactions and initiates appropriate emergency care as necessary to include CPR.</p>	<p>K of Oral/Periodontal diseases          S to Use Dental Instruments          K of Dental Workload Reporting system          A to Take Blood Pressures          A to Work Independently</p>
<p>4.</p>	<p>4.</p>
<p>5.</p>	<p>5.</p>

COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
KNOWLEDGE, SKILLS, & ABILITIES	ESSENTIAL	RATABLE	DISTINGUISHING SUPERIOR FROM BARELY ACCEPTABLE
1. K of Dental Prophylactic Techniques	Yes	Yes	No – Covered by Minimum Qualifications
2. S to Take Diagnostic Dental X- Rays	Yes	Yes	Yes *
3. A to Prepare TreatmentPlans	Yes	Yes	Combine w/4
4. S in Oral Communications	Yes	Yes	Yes *
5. A to Work Independently	Yes	Yes	Combine w/1 & 2
6. K of Oral/Periodontal Diseases	Yes	Yes	No – Covered by Minimum Qualifications
7. S to Use Dental Instruments	Yes	Yes	No
8. K of Dental Workload Reporting System	Yes	Yes	Yes *
9. A to Take Blood Pressures	Yes	Yes	No
10. A to Provide Informal Training to Others	Yes	Yes	Combine w/2 & 4

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## JOB ANALYSIS WORKSHEET

POSITION TITLE: \_\_\_\_\_

NOTE: KSA means: Knowledge, Skill or Ability

COLUMN 1	COLUMN 2
C. WHAT ARE THE FOUR OR FIVE MAJOR FUNCTIONS TO BE PERFORMED ON THIS JOB? 1.	D. FOR EACH FUNCTION WHAT KSA'S ARE REQUIRED TO PERFORM THIS? 1.
2.	2.
3.	3.
4.	4.
5.	5.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
KNOWLEDGE, SKILLS, & ABILITIES	ESSENTIAL	RATABLE	DISTINGUISHING SUPERIOR FROM BARELY ACCEPTABLE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SAMPLE CREDITING PLAN

See Attached Crediting Plan for Dental Hygienist, GS-682-05

The benchmarks are defined for each KSA identified in the sample job analysis. Three levels (Superior, Satisfactory, Barely Acceptable) are identified for this specific plan. You may provide one benchmark which would fully describe the Satisfactory level. When establishing the benchmarks for GS positions, remember the Qualification Standards set the basic requirements. Therefore, when establishing benchmarks, you cannot require less than the standard.

When defining benchmarks remember to consider experience, education (specific course work completed as relates to the KSA), and related training that would give weight to the benchmark.

## **ELEMENT 1 - SKILL IN TAKING DIAGNOSTIC DENTAL X-RAYS**

### **SUPERIOR**

4 Points                      Has worked in a dental group with 2 or more dentists and independently took diagnostic dental x-rays for the diagnosis of periodontal disease and the presence of calculus. Work included training other dental hygienists and assistants to take dental x-rays.

### **SATISFACTORY**

3 Points                      Has worked for a dentist and was required to independently take diagnostic dental x-rays for the diagnosis of periodontal disease and the presence of calculus.

### **BARELY ACCEPTABLE**

2 Points                      Successful completion of a training program for radiographer from a dental assistant training program. Applicant has not taken dental x-rays since the completion of the training program.

## **ELEMENT 2 - KNOWLEDGE OF DENTAL WORKLOAD REPORTING SYSTEM**

### **SUPERIOR**

4 Points                      Has experience in a dental office or clinic which included independently coding treatment records and maintaining workload statistics IAW dental workload reporting system.

### **SATISFACTORY**

3 Points                      Has experience in a dental office which included coding treatment records IAW the American Dental Association codes.

### **BARELY ACCEPTABLE**

2 Points                      Successful completion of a training or certificate program which included classes on coding IAW the American Dental Association. Little to no other experience coding.

## **ELEMENT 3 - SKILL IN ORAL COMMUNICATION**

### **SUPERIOR**

4 Points                      Evidence of successful communication with professional dental staff to plan and coordinate the treatment of patients. Work experience demonstrates skill in communication with patients to provide treatment, instructions, motivation, etc., to practice daily oral hygiene care. Skill in providing informal training to other dental hygienist and assistants on subject matter.

### **SATISFACTORY**

3 Points                      Skill in communicating with professional dental staff to plan and coordinate the treatment of patients. Demonstrated ability to communicate with patients to provide treatment instructions, motivation, etc., to provide daily oral hygiene care.

### **BARELY ACCEPTABLE**

2 Points                      Evidence of successfully presenting information to small, informal groups or to individuals

## Appendix F

### JOB APPLICANT TOOLKIT

The Department of the Navy has seven regional Human Resources Service Centers (HRSC) located worldwide. Each Center recruits individuals to fill Navy and Marine Corps civilian vacancies occurring within its serviced area. Page 2 of this pamphlet contains a listing of the different regional Centers and their E-mail and mailing addresses.

Applying for civilian vacancies at any one of these Centers is easy.....just follow the steps below:

#### STEP 1: DETERMINE YOUR HIRING PROGRAM ELIGIBILITY AND LOCATE JOB INFORMATION.

Review hiring program categories listed in the following pages. Your application MAY be accepted if you meet the criteria for one of the listed categories.

Then review the job announcements on our web page at [www.donhr.navy.mil](http://www.donhr.navy.mil). If you do not meet any of the hiring program categories, look for job announcements open to the general public on our web page at [www.donhr.navy.mil](http://www.donhr.navy.mil) or on the Office of Personnel Management web page at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

**STEP 2: PREPARE YOUR RESUME.** All Department of the Navy Human Resources Service Centers use an automated system to process resumes. The system uses an artificial intelligence process to “read” and identify skills from your resume. To ensure that your resume is processed correctly, carefully read and follow the tips below. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

Use the resume format and instructions shown in the following pages.

Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements.

When additional documents are requested, please put your name, Social Security Number, daytime phone number and the announcement number (if applicable) on each page submitted, and send them to the appropriate Center.

Complete and submit the Additional Data Sheet information shown in the following pages.

#### STEP 3: SUBMIT YOUR RESUME. There are four different ways to submit your resume.

Navy on-line resume builder. Use the resume-builder attached to each of our job announcements on our web page [www.donhr.navy.mil](http://www.donhr.navy.mil) to prepare and submit your resume. It will automatically send your resume to the appropriate Human Resources Service Center.

Application Express. Once you have a resume on file with a Human Resources Service Center, you may reuse it to apply for other job announcements issued by that Center. Just use the Application Express button located at the bottom of the job announcement on our web page or request a hardcopy Application Express form from the Human Resources Service Center that issued the job announcement.

E-mail. To submit a resume via E-mail:

Type “Resume - (your first and last name) - (Announcement Number)” on the subject line of your E-mail.

Prepare your resume as a part of the E-mail message. E-mail attachments CANNOT be accepted.

Include your responses to the Additional Data Sheet at the end of your resume text.

Double-check the E-mail address of the Center where you want to send your resume.

Send.

Mailed (hardcopy) resumes. Mail your completed resume, Additional Data Sheet, and any requested additional documents to the applicable Human Resources Service Center.

## DEPARTMENT OF THE NAVY HRSC LISTING

<p>HRSC Southwest 525 B Street, Suite 600 ATTN: Code 53 - Resume Intake Unit San Diego, CA 92101-4418 Email resume to: <a href="mailto:wantajob@sw.hroc.navy.mil">wantajob@sw.hroc.navy.mil</a></p>	<p>HRSC East Norfolk Naval Shipyard, Bldg 17 Portsmouth, VA 23709-5000 Email resume to: <a href="mailto:wantajob@east.hroc.navy.mil">wantajob@east.hroc.navy.mil</a></p>
<p>HRSC Europe PSC 821, Box 121 FPO AE 09421-5000 Email resume to: <a href="mailto:wantajob@esc.hroc.navy.mil">wantajob@esc.hroc.navy.mil</a></p>	<p>HRSC Pacific 178 Main St., Bldg 499 Honolulu, HI 96818-4048 Email resume to: <a href="mailto:wantajob@pac.hroc.navy.mil">wantajob@pac.hroc.navy.mil</a></p>
<p>HRSC Northeast 111 S. Independence Mall, East (Bourse Bldg) Philadelphia, PA 19106-2598 Email resume to: <a href="mailto:wantajob@ne.hroc.navy.mil">wantajob@ne.hroc.navy.mil</a></p>	<p>HRSC Northwest 3230 NW Randall Way Silverdale, WA 98383 Email resume to: <a href="mailto:wantajob@nw.hroc.navy.mil">wantajob@nw.hroc.navy.mil</a></p>
<p>HRSC Southeast 9110 Leonard Kimble RD Stennis Space Center, MS 39522-0002 Email resume to: <a href="mailto:wantajob@se.hroc.navy.mil">wantajob@se.hroc.navy.mil</a></p>	

Please note that some Human Resources Service Centers may recruit for positions within the geographic areas of other Centers.

## COMMON HIRING PROGRAM CATEGORY DEFINITIONS

Please refer to the following information in answering Question 2 on the Additional Data Sheet. You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to announcements for specific information.

IF YOU MEET THE BELOW DEFINITION(S) .....	YOUR HIRING PROGRAM CATEGORY IS.....
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Federal agency. This does NOT include Federal employees who are currently working on temporary or term appointments. <u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade	Current Permanent Federal Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of Defense agency. This does NOT include employees who are currently working on temporary or term appointments. <u>NOTE:</u> If you meet this definition, you are also eligible as a current permanent Federal civilian employee. <u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DOD Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of the Navy (including United States Marine Corps) activity. This does NOT include employees who are currently working on temporary or term appointments. <u>NOTE:</u> If you meet this definition, you are also eligible as a current permanent Federal civilian employee and a current permanent DOD civilian employee. <u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DON/USMC Civilian Employee
Applicants who worked overseas as an appropriated fund Federal employee, while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, for an accumulated total of 52 weeks and who received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence. <u>Supporting documentation:</u> A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, <u>AND</u> a copy of your most recent annual performance appraisal, <u>AND</u> a copy of your Permanent Change of Station Orders used to return you to the United States.	Executive Order 12721 Eligible
Former Federal employees who previously attained career status, <u>OR</u> former Federal employees with veterans' preference who previously attained career-conditional status as a civilian employee in any Federal agency, <u>OR</u> former Federal career-conditional employees (without veterans' preference) who separated from Government service within the past three years. <u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.	Reinstatement Eligible
Current Non-Appropriated Fund (NAF), Civilian Intelligence Personnel Management System (CIPMS), Defense Civilian Intelligence Personnel System (DCIPS) employees or other Interchange Agreement eligibles who have served continuously for at least one year under a permanent appointment, or former Interchange Agreement eligible employees (i.e., NAF, CIPMS, DCIPS) who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check <a href="http://www.opm.gov/employ/html/sroa2.htm#Interchange%20Agreements%20With%20Other%20Merit%20Systems">http://www.opm.gov/employ/html/sroa2.htm#Interchange Agreements With Other Merit Systems</a> . <u>Supporting documentation:</u> Copy(ies) of applicable personnel actions verifying the above criteria.	Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible
Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation needed may be found at <a href="http://www.donhr.navy.mil">www.donhr.navy.mil</a> .	Interagency Career Transition Assistance Plan (ICTAP) Eligible
Applicants who are spouses of relocating active duty military members or DOD civilian employees, may apply to specific announcements regardless of the Area of Consideration, during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area. Spouses must be appointable under one of the hiring program categories identified on this form. <u>Supporting documentation:</u> A copy of sponsor's Permanent Change of Station order and copy of your most recent Notification of Personnel Action, SF-50, if applicable.	Spouse of Relocating Military Member or DOD Civilian

<p><b>Veterans' Readjustment Appointment (VRA):</b> To be eligible, a veteran must have served in the Armed Forces on active duty (not active duty for training or inactive duty as a Reservist) for more than 180 days and received other than dishonorable discharge. Veterans must have served time which occurred after August 4, 1964, (or February 28, 1961, for those who actually served in the Republic of Vietnam). The 180-day requirement does not apply to veterans who were discharged or released from active duty because of a service-connected disability. It also does not apply to members of the Reserves or National Guard ordered to active duty under 10 United States Code (U.S.C.) 12301(a), (d), or (g), 12302, or 12304 for service during a period of war as defined in 38 U.S.C. 101(11) or in a campaign or expedition for which a campaign badge is authorized. "Period of War" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress. To be eligible for a VRA appointment, a veteran who meets the above definition must be appointed within 10 years of his or her last discharge from active duty. If you are beyond the 10-year period, you may wish to review the definition of the Veterans' Employment Opportunity Act. <u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. <u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as <a href="http://www.opm.gov">www.opm.gov</a> or <a href="http://www.dol.gov/dol/vets">www.dol.gov/dol/vets</a>.</p> <p><b>30% or More Disabled Veteran:</b> Individuals who have retired from active military service with a disability rating of 30 % or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30 % or more. <u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. <u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as <a href="http://www.opm.gov">www.opm.gov</a> or <a href="http://www.dol.gov/dol/vets">www.dol.gov/dol/vets</a>.</p>	Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran
<p>Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service. <u>Supporting documentation:</u> DD-214(s) showing length of active duty service and type of discharge.</p>	Veterans' Employment Opportunity Act Eligible
<p>Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA). <u>Supporting documentation:</u> Recent letter from DVA or State Vocational Rehabilitation Service.</p>	Persons with Disability
<p>A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree. <u>Supporting documentation:</u> College/university transcript.</p>	Outstanding Scholar
<p>Full or part-time students enrolled in high school, vocational institution, college, or university. <u>Supporting documentation:</u> Proof of enrollment.</p>	Current Student
<p>Spouse of an active duty U.S. Armed Forces service member who meets ALL of the following conditions: 1) The spouse and the sponsor were married prior to the relocation (before the Permanent Change of Station). 2) Since the relocation, the spouse has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. 3) The spouse is among the best qualified. 4) The position applied for is not above the highest permanent grade previously held in the Federal service. <u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders. <u>NOTE:</u> Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p>	Overseas Military Spouse Appointment Eligible
<p>A spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency (including nonappropriated fund activities) whose duty station is in the foreign area and has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. <u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders. <u>NOTE:</u> This preference does not apply to family members of locally hired civilian employees.</p>	Overseas Family Member Preference Eligible
<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>	Overseas Limited Appointment Eligible

## SAMPLE RESUME FORMAT

- \* Start and end dates (month and year)
- \* Hours worked per week
- \* Position title
- \* If Federal position, pay plan, series, and grade
- \* Date of last promotion
- \* Whether you are/were a temporary employee, term employee or on a temporary promotion
- \* Salary
- \* Employing organization's name/address
- \* Supervisor's name and phone number
- \* Whether we can contact the supervisor
- \* Description of major duties/tasks: e.g., specific functions performed; programs, equipment, regulations and/or tools used; leader or supervisory duties
- \* See page 6 for more tips on writing your resume

George Q. Public

# SAMPLE RESUME

SSN: 123456789 (no dashes)

1111 Job Street  
Anywhere, NV 99999

Home Phone: (999) 123-4567  
Work Phone: (999) 765-4321  
DSN: 888-4567

E-mail Address: [gpublic@aol.com](mailto:gpublic@aol.com)  
Announcement Number: KMP024568

### EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures

**EDUCATION:** Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

**TRAINING:** List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.



**LICENSES/CERTIFICATES:** List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

**APPRAISALS & AWARDS:** List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

**U.S. MILITARY SERVICE INFORMATION:** If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement.

**OTHER INFORMATION:** List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

**ADDITIONAL DATA** (Answer the questions shown on page 68 using this format)

George Q. Public

SSN: 123456789

1. 201, 301, 341
2. Current permanent Federal Civilian Employee Eligible  
Current Permanent Department of Defense Civilian Employee Program Eligible  
Current Permanent Department of the Navy/USMC Civilian Employee
3. Yes
4. Not interested/available in any of the above types of positions
5. 6 or more days
6. No
7. GS-12
8. 52,000
9. GS-12
10. Yes
11. N/A
12. Ventura, CA, Atsugi, Japan, Iwakuni, Japan

A. Asian or Pacific Islander

B. Male

## HOW TO PREPARE A RESUME

Writing and Formatting your Resume: Don't write your resume for a particular position. Instead, concentrate on defining and identifying all meaningful skills you possess for those career fields you are interested in. Then describe your experience in terms of specific skills rather than general descriptions. Additional hints are provided below:

Carefully read the information and application instructions provided in the job opportunity announcement.

Describe your experience with specific words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups".

Use jargon and acronyms specific to your industry, but also spell out at least once for readers unfamiliar with the terms.

If you have extra space, describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, sense of responsibility, good memory, etc.

You can have more than one paragraph for each experience, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.

To ensure that your resume is received as quickly as possible, submit your resume electronically using our On-line Resume Builder (accessible by clicking the "Take Me to the Resume Builder Button" located on bottom of our on-line job announcements).

Don't condense spacing between letters or type your information in all capital letters.

Don't use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background).

Don't use signs and symbols such as % # \* ( ) / =.

Either attach, or address at the end of your resume, the questions requested on the Additional Data Sheet.

Additional Formatting Instructions for Hardcopy Resumes: If you are planning on submitting a hardcopy resume, follow the formatting rules below closely.

Follow the Sample Resume Format.

Leave a minimum 1" margin on all sides.

Type your resume on 8.5"x11" white bond paper, printed on one-side only.

Provide a laser printer original if possible. A typewritten original or a high quality photocopy is OK.

Use a 12 pitch font in standard typefaces such as Arial, Helvetica, Futura, Optima, Univers, Times, Palatino, New Century Schoolbook, and Courier.

Don't submit handwritten, copied or faxed resumes.

Don't fold or staple your resume.

Don't submit resumes with light or faded print.

## ADDITIONAL DATA SHEET – SOUTHWEST

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. To ensure that your resume receives the best possible job consideration, please answer all questions completely as applicable.

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

1. JOB OPPORTUNITY ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING AT HUMAN RESOURCES SERVICE CENTER, SOUTHWEST: \_\_\_\_\_

2. ARE YOU ELIGIBLE FOR ANY OF THE FOLLOWING HIRING PROGRAM CATEGORIES? Review each of the following categories carefully and check all that apply. You will be considered for all the hiring categories you select. See pages 3 and 4 for a listing of hiring category definitions or check out our web site at [www.donhr.navy.mil](http://www.donhr.navy.mil).

**Current or Former Federal Civilian Employees:**

Current Permanent Federal Civilian Employee  
Current Permanent Department of Defense Civilian Employee  
Current Permanent Department of the Navy/USMC Civilian Employee  
Reinstatement Eligible

Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible  
Interagency Career Transition Assistance Program Eligible  
Executive Order 12721 Eligible  
Spouse of Relocating Military Member or DOD Civilian

**Veterans:**

Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran  
Veterans' Employment Opportunity Act Eligible

**Others:**

Persons with Disability                      Outstanding Scholar                      Current Student

**Overseas Applicants Only:**

Overseas Military Spouse Preference Eligible                      Overseas Family Member Preference Eligible  
Overseas Limited Appointment Eligible

**None of the Above:**

You may still apply for Department of the Navy job opportunity announcements. Please review the "Who May Apply" section of the job opportunity announcement(s) carefully to identify whether or not you are eligible to apply before submitting your resume.

3. ARE YOU A UNITED STATES CITIZEN?      Yes      No

4. PLEASE INDICATE IF YOU ARE INTERESTED AND AVAILABLE FOR ANY OF THE FOLLOWING TYPES OF POSITIONS. Check all that apply:

Part Time  
Temporary (positions lasting less than 1 year)  
Term (positions lasting 1 year or longer but less than 4 years)  
Shift Work  
Intermittent (on-call)  
Not interested/available in any of the above types of positions

5. HOW MANY DAYS PER MONTH WOULD YOU BE AVAILABLE FOR WORK-RELATED TRAVEL?

1-2 Days      3-5 Days      6 or More Days      Not Available

6. DO YOU CLAIM AN ENTITLEMENT TO VETERANS' PREFERENCE FOR HIRING? A veteran must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets).

**I am claiming:**

No Veterans' Preference  
5-Point Preference  
10-Point Disability Preference (service connected disability rated less than 10% or Purple Heart recipient)  
10-Point Compensable Disability Preference (service connected disability rating of at least 10% but less than 30%)  
10-Point Derived Preference (for spouses, including widows and widowers, or mothers who may be eligible for preference based on service of a veteran who is not able to use the preference because (s)he is deceased, 100% disabled, or unemployable)  
10-Point 30% Compensable Preference (service connected disability rating of 30% or more)

7. WHAT IS THE LOWEST FEDERAL CIVILIAN PAY PLAN AND GRADE YOU WILL ACCEPT? Federal pay rates may be found at <http://www.opm.gov/oca/payrates/index.htm>. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Pay Plan: \_\_\_\_\_ Grade: \_\_\_\_\_
8. WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT? Convert hourly wages to annual salary. Annual salary = hourly wage x 2087. Round up to the nearest thousand. \$\_\_\_\_\_,000.00 per year.
9. IF YOU ARE A CURRENT/FORMER FEDERAL CIVILIAN EMPLOYEE, WHAT IS/WAS THE HIGHEST PAY PLAN AND GRADE HELD ON A PERMANENT BASIS? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Pay Plan: \_\_\_\_\_ Grade: \_\_\_\_\_
10. CAN YOU TYPE/KEYBOARD AT A MINIMUM SPEED OF 40 WORDS PER MINUTE? Yes No
11. IF YOU ARE APPLYING FOR A FIREFIGHTER, LAW ENFORCEMENT, OR AIR TRAFFIC CONTROLLER POSITION, PLEASE PROVIDE YOUR DATE OF BIRTH. (mm/dd/yyyy format): \_\_\_\_/\_\_\_\_/\_\_\_\_\_
12. PLEASE CHECK ALL APPLICABLE GEOGRAPHICAL LOCATIONS FOR WHICH YOU DESIRE JOB CONSIDERATION. This applies only to positions that are serviced by Human Resources Service Center, Southwest. Note: Other Navy Human Resources Service Centers may also recruit for positions in the same location as those listed below. If you wish to apply for job opportunities at another Center, you must submit a separate resume and Additional Data Sheet directly to that region.

Overseas:

<input type="checkbox"/>	Egypt	<input type="checkbox"/>	Naples, Italy	<input type="checkbox"/>	Futenma, Okinawa	<input type="checkbox"/>	Puerto Rico
<input type="checkbox"/>	England	<input type="checkbox"/>	Sigonella, Italy	<input type="checkbox"/>	Iwakuni, Japan	<input type="checkbox"/>	Spain
<input type="checkbox"/>	Guam	<input type="checkbox"/>	Atsugi, Japan	<input type="checkbox"/>	Yokosuka, Japan	<input type="checkbox"/>	

Continental U.S.:

<input type="checkbox"/>	Alaska	<input type="checkbox"/>	San Francisco, CA	<input type="checkbox"/>	Maryland	<input type="checkbox"/>	Texas
<input type="checkbox"/>	Arizona	<input type="checkbox"/>	Seal Beach, CA	<input type="checkbox"/>	Massachusetts	<input type="checkbox"/>	Utah
<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	Twentynine Palms, CA	<input type="checkbox"/>	Mississippi	<input type="checkbox"/>	Washington, DC Metro Area
<input type="checkbox"/>	Barstow, CA	<input type="checkbox"/>	Ventura, CA	<input type="checkbox"/>	Nevada	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Bridgeport, CA	<input type="checkbox"/>	Colorado	<input type="checkbox"/>	New Jersey	<input type="checkbox"/>	Bangor, WA
<input type="checkbox"/>	Corona, CA	<input type="checkbox"/>	Florida	<input type="checkbox"/>	New Mexico	<input type="checkbox"/>	Bremerton, WA
<input type="checkbox"/>	El Centro, CA	<input type="checkbox"/>	Georgia	<input type="checkbox"/>	New York	<input type="checkbox"/>	Everett, WA
<input type="checkbox"/>	Lemoore, CA	<input type="checkbox"/>	Hawaii	<input type="checkbox"/>	North Carolina	<input type="checkbox"/>	Keyport, WA
<input type="checkbox"/>	Monterey, CA	<input type="checkbox"/>	Idaho	<input type="checkbox"/>	Ohio	<input type="checkbox"/>	Poulsbo, WA
<input type="checkbox"/>	Oceanside-Fallbrook, CA	<input type="checkbox"/>	Illinois	<input type="checkbox"/>	Oklahoma	<input type="checkbox"/>	Seattle, WA
<input type="checkbox"/>	Ridgecrest, CA	<input type="checkbox"/>	Indiana	<input type="checkbox"/>	Oregon	<input type="checkbox"/>	Silverdale, WA
<input type="checkbox"/>	Sacramento, CA	<input type="checkbox"/>	Kentucky	<input type="checkbox"/>	Pennsylvania	<input type="checkbox"/>	Oak Harbor-Whidbey Island, WA
<input type="checkbox"/>	San Diego, CA	<input type="checkbox"/>	Louisiana	<input type="checkbox"/>	South Carolina	<input type="checkbox"/>	Vermont
<input type="checkbox"/>	San Jose, CA	<input type="checkbox"/>	Maine	<input type="checkbox"/>	Tennessee	<input type="checkbox"/>	
<input type="checkbox"/>	I am applying for an announcement in a geographic area other than the ones listed above.						

BACKGROUND SURVEY: (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

American Indian or Alaskan Native                      Hispanic  
Asian or Pacific Islander                                      White  
Black

B. Sex:

Female      Male

**APPLICANT INFORMATION.** Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

**PRIVACY ACT INFORMATION.** Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

**EQUAL EMPLOYMENT OPPORTUNITY.** The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

## APPENDIX G

### FIRST DUTY TRAVEL AND PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS

ENTITLEMENT	CURRENT FEDERAL EMPLOYEE	FIRST DUTY TRAVEL
1. HOUSE HUNTING TRIP PRIOR TO MOVE (Allowed between & within the 50 states & D.C.)  (5 USC 5724a(b))  (Discretionary)	Travel expenses, and per diem for employee & spouse for up to 10 days. Locality per diem rates apply to travel on househunting trips.  DoD components may pay a single amount to cover the cost of meals, incidentals and lodging instead of per diem under lodgings-plus system. The single amount is: (a) when employee and spouse both travel, the applicable locality rate multiplied by 6.25. (b) when only one of them travels, the applicable locality rate multiplied by 5.	Not authorized.
2. TEMPORARY LODGING EXPENSE (Temporary Quarters Subsistence Expense Allowance (TQSE), for civilians)  (5 USC 5724a(c))  (Discretionary)	Maximum 120 days' expenses. (Within CONUS, first 30 DAYS maximum \$85/day for employee, \$63.75 for dependents 12 yrs or older, \$42.50 for dependents under 12 yrs.) (Allowed when new PDS is in "U.S.")  DoD components may pay a fixed amount for up to 30 days in temporary quarters in lieu of reimbursement for actual subsistence expenses up to amounts shown above. The fixed amount for the employee is determined by multiplying the number of days authorized by .75 times the locality per diem rate for the new PDS. For each family member multiply the same number of days by .25 times the same per diem rate.	Not authorized.

<p>3. MISCELLANEOUS EXPENSE ALLOWANCE FOR CIVILIANS (Covers miscellaneous relocating expenses)</p> <p>(5 USC 5724a(f))</p>	<p>\$350 flat amount or 1 week's basic compensation, whichever is the lesser amount for employee without dependents, or \$700 flat amount or the equivalent of 2 week's basic compensation, whichever is the lesser amount for employee with dependents. In no case will the basic salary rate exceed the basic salary for a GS 13.</p> <p>The Foreign transfer Miscellaneous Expense Allowance in the DSSR was increased effective 20 May 01 to \$500 and \$1000 respectively for new employees moved to a new PDS in a foreign area. We are awaiting a similar increase in the FTR for all other employees.</p>	Not authorized.
<p>4. REAL ESTATE EXPENSES</p> <p>(5 USC 5724a(d)(1) - (7))</p>	<p>Maximum of 10% on sale price and 5% on purchase price.</p> <p>(Allowed when old and new PDSs are in U.S. and when return from a foreign PDS is not to previous U.S. PDS.)</p>	Not authorized.
<p>5. RELOCATION SERVICES</p> <p>(Government contractor buys employee's residence &amp; assists with finding residence at new PDS)</p> <p>(5 USC 5724c)</p>	<p>Contractor purchases employee's residence (limited to house value of \$500,000, which may be waived) &amp; assists with purchasing residence at new PDS. (Applies in cases where real estate allowances would be authorized, except as limited by each Service.)</p>	Not authorized.
<p>6. PROPERTY MANAGEMENT SERVICES</p> <p>(5 USC 5724a(d)(8) and (e))</p>	<p>Property management services are allowed when (1) employee is transferred from the U.S. to a foreign area, (2) employee returns to a different PDS than the one from which transferred to the foreign area, and (3) transfer is within U.S. and property management services are authorized in lieu of real estate allowances.</p>	Not authorized.

<p>7. HOME MARKETING INCENTIVE PROGRAM</p> <p>(5 USC 5756)</p>	<p>Allows a home marketing incentive to employees who use the homesale program and independently and aggressively market and find a buyer for their residences. The amount of the incentive may not exceed the lesser of 5% of the residence purchase price or ½ of the savings realized from the reduced fee paid to the relocation services company as a result of the employee finding a buyer. The incentive payment may not exceed \$10,000.</p>	<p>Not Authorized.</p>
<p>8. PER DIEM FOR PCS TRAVEL</p> <p>Per diem rates &amp; criteria set by regulations under authority in:</p> <p>(5 USC 5724a(a))</p>	<p>Within CONUS for travel by POC or commercial means up to the Standard CONUS rate (\$85 in 2001) set by the General Services Administration (under lodgings plus) for employee, 3/4 of the employee's rate for spouse &amp; each dependent 12 years old or older, 1/2 of the employee's rate for each dependent under 12 years. Per diem locality rates apply outside CONUS with same fractional amounts for dependents.</p>	<p>Not authorized for appointee's immediate family. Standard CONUS rate set by the General Services Administration (under lodgings plus) for appointee.</p>
<p>9. TRAVEL BY PRIVATELY OWNED CONVEYANCE (POV)</p> <p>Mileage rates set by regulations under authority in:</p> <p>(5 USC 5704 and 5724(a)(1))</p>	<p>15 cents per mile for 1 occupant</p> <p>17 cents per mile for 2 occupants</p> <p>19 cents per mile for 3 occupants</p> <p>20 cents per mile for 4 or more occupants.</p>	<p>15 cents per mile for 1 occupant</p> <p>17 cents per mile for 2 occupants</p> <p>19 cents per mile for 3 occupants</p> <p>20 cents per mile for 4 or more occupants.</p>
<p>10. DEPENDENT TRAVEL WITHIN CONUS BY OTHER THAN POC</p> <p>(5 USC 5724(a)(1))</p>	<p>Within CONUS dependents may be authorized to travel by commercial means (air, rail, bus) unless they elect to travel by POC, from the old PDS to the new PDS.</p>	<p>Within CONUS dependents may be authorized to travel by commercial means (air, rail, bus), unless they elect to travel by POC, from the old PDS to the new PDS.</p>
<p>11. HHG TRANSPORTATION</p> <p>(5 USC 5724(a)(2))</p>	<p>All employees 18,000 pounds.</p>	<p>Authorized up to 18,000 pounds.</p>

12. MOBILE HOME TRANSPORTATION (Transportation of Mobile Home is in lieu of HHG transportation and is authorized only within CONUS, within Alaska, & between CONUS & Alaska)  (5 USC 5724(b))	When moved by commercial transporter, reimbursement includes carrier charges, road fares & tolls, permits & charges for pilot car. If towed by POC, reimbursement is 11 cents per mile. May be transported by GBL. Reimbursement is limited to what it would have cost the Government to transport employee's maximum HHG weight allowance.	Not Authorized.
13. NONTEMPORARY STORAGE (CONUS)  (5 USC 5726(c))	Only when transferred to an isolated duty station.	Only when transferred to an isolated duty station.
14. TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)	Allowed for NTE 90 days.	Allowed for NTE 90 days.
15. TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV) (CONUS)  (5 USC 5727(c))	DoD component may authorize/ approve the transportation of one or more POVs incident to a PCS within CONUS or travel to a first PDS within CONUS when advantageous and cost effective to the Government.	Not authorized.
16. TRANSPORTATION OF PRIVATELY OWNED VEHICLE (POV) (OCONUS)  (5 USC 5727)	May be authorized transportation of one POV incident to a PCS to an OCONUS PDS and upon return to the U.S. May also be authorized shipment for a replacement POV within a period of four years from the date the first POV was shipped overseas. May be authorized transportation for one or more POVs between OCONUS PDSs	Not authorized.
17. TAX REIMBURSEMENT  (5 USC 5724b)	Reimbursement for nearly all additional taxes incurred as result of PCS.	Not authorized.



18. FOREIGN TRANSFER ALLOWANCE (FTA(SE)) & TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) FOR CIVILIANS.  (FTA(SE) 5 USC 924(2) TQSA 5 USC 5923(a))	FTA(SE) Maximum 10 days per diem prior to departure from the U.S., Puerto Rico, Northern Mariana Islands, plus (TQSA) maximum 90 days expenses after arrival at and 30 days prior to departure from foreign area. Per diem based on lodging location. The 90 and 30 day periods may be extended up to but not more than an additional 60 days in each case if continued occupancy of temporary quarters is required for compelling reasons beyond the control of the employee.	Not authorized.
19. DEPENDENT TRAVEL OUTSIDE CONUS  (5 USC 5724(a)(1))	Travel to a new PDS outside CONUS is authorized by Government or commercial air.	Not authorized.
20. HHG TRANSPORTATION OUTSIDE CONUS (Furnishing provided)  (Weight limitation set by regulations)	All employees 4,500 pounds, plus nonavailable items.	Not authorized.
21. NONTEMPORARY STORAGE OUTSIDE CONUS  (5 USC 5726(b))	May be authorized for tour length if HHG cannot be used.	Not authorized.
22. ADDITIONAL CONSUMABLES ALLOWANCE	If authorized, shipment is considered household goods and is subject to 18,000 pound limit	Not authorized.
23. POV STORAGE	Not authorized.	Not authorized.
24. WAIVE LIMITATION ON PCS RELOCATION ALLOWANCES  (CIV: 5 USC 5738)	DoD component may waive any limitations on PCS allowances for an employee relocating to or from a remote or isolated location who otherwise would suffer a hardship.	Not authorized.

25. TEMPORARY CHANGE OF STATION (TCS) - LIMITED RELOCATION ALLOWANCES FOR EXTENDED TDY  (5 USC 5737)	Limited relocation allowances instead of TDY per diem for extended TDYs (6 to 30 months). When a TCS is authorized, the employee is entitled to travel and transportation (including per diem) of dependents, shipment and NTS of HHG, shipment of POV, property management services, relocation income tax allowance, and miscellaneous expense allowance.	Not authorized.
26. ELIGIBILITY TO USE SERVICES	An employee has 2 years in which to complete use of the allowances. This 2-year requirement is also in statute and regulations. However, in unusual circumstances the period for sale and purchase of a residence may be extended for an additional year. If an extension is authorized it also applies to the other transfer allowances.	An appointee has 2 years in which to complete use of the allowances.
27. DAMAGE CLAIMS  NAVY JAGMAN	An employee has 2 years from the date of HHG delivery to make a claim. Claims are processed through the Personal Property Office responsible for the area where the HHG were delivered. Claims are limited to \$40,000 depreciated value of the shipment regardless of weight. At his own expense, the employee may purchase full replacement coverage. The additional cost is based on the weight of the HHG shipment.	An appointee has 2 years from the date of HHG delivery to make a claim. Claims are processed through the Personal Property Office responsible for the area where the HHG were delivered. Claims are limited to \$40,000 depreciated value of the shipment regardless of weight. At his own expense, the appointee may purchase full replacement coverage. The additional cost is based on the weight of the HHG shipment.
Most dollar limits on civilian entitlements are imposed either by Federal Travel Regulation (FTR)(41 CFR 302) or Joint Travel Regulations (JTR), Volume 2. A notable exception is the Real Estate Expenses limitations. The JTR is DOD's supplement to FTR.		

For more information about [employee entitlements](http://www.dtic.mil/perdiem/), see the Joint Travel Regulations, Volume 2(JTR) web site: <http://www.dtic.mil/perdiem/>

- General Rules (JTR, Chap 4, Part A)
- Employee Travel (JTR, Chap 4, Parts A, C, & F)
  - o First Duty Station Travel, Part B
  - o Renewal Travel, Part D
  - o Separation Travel from OCONUS Duty, Part E

- o Career SES Appointees Move Home, Part P
- Dependent Travel (JTR, Chap 7)
  - o More than 1 POC (JTR, par. C2157)
- HHG Shipment (w/Storage) and/or NTS (JTR, Chap 8 & App F) (No Boats!)
- POV Shipment (JTR, Chap 11)
- Mobile Dwelling Shipment in lieu of HHG Shipment (JTR, Chap 10)
- Miscellaneous Expense Allowance (JTR, Chap 9)
- Subsistence Expenses While Occupying Temporary Quarters (JTR, Chap 13)
  - o For OCONUS and non-foreign area per diem rates go to: <http://www.dtic.mil/perdiem/opdrform.html>
- Real Estate Transaction Expenses (JTR, Chap 14)
- Relocation Service Companies (JTR, Chap 15, Part A)
- Property Management (PM) Services (JTR, Chap 15, Part B)
- Relocation Income Tax Allowance (RITA) (JTR, Chap 16, Part A)